

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **[Job Title]** position at **[Company Name]**. Having established a foundational background in **[Former Industry/Field]**, I am now pivoting my career toward **[Target Industry]**, drawn by **[Company Name]**'s reputation for [mention a specific company value or project].

While my previous experience is rooted in **[Former Field]**, I have consistently demonstrated core competencies that are directly transferable to this new role. Specifically, I have excelled in **[Transferable Skill 1, e.g., Analytical Problem Solving]** and **[Transferable Skill 2, e.g., Client Relations]**. In my previous role at **[Former Company]**, I [briefly describe a specific achievement that proves your ability to learn or adapt].

I am highly motivated to apply my unique perspective and **[Specific Technical Skill or Soft Skill]** to the challenges facing the **[Target Industry]** sector. I am a quick learner with a proven track record of adapting to new environments and I am eager to contribute to your team's success by [mention how you will help the company].

Thank you for your time and for considering my application. I am eager to discuss how my diverse background and dedication to professional growth can benefit **[Company Name]**.

Sincerely,

[Your Signature]
[Your Printed Name]