

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio Link]

[Date]

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

Dear [Hiring Manager Name/Department Manager],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name]. Having built a successful foundation in [Previous Industry/Field], I am now pivoting my career toward [New Industry/Field]. I am eager to apply my expertise in [Key Transferable Skill 1] and [Key Transferable Skill 2] to contribute to your team's success.

Throughout my tenure at [Previous Company], I developed a reputation for [Achievement or Specific Soft Skill]. Although my background is in [Previous Industry], I have consistently demonstrated the ability to [Action relevant to new role, e.g., analyze complex data / manage client relationships / streamline operations]. This experience has equipped me with a unique perspective on [Aspect of the new industry] and a disciplined approach to [Specific Task].

To facilitate this transition, I have recently completed [Certifications/Relevant Coursework/Volunteering] focused on [Specific Technical Skill or Knowledge Area]. My background in [Previous Field] has taught me how to [Specific Transferable Result], which I believe will allow me to hit the ground running and provide a fresh, multi-disciplinary approach to the [Job Title] role.

I am drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Project]. I am confident that my adaptability, combined with my professional maturity and technical training, makes me a strong candidate for this entry-level opportunity.

Thank you for your time and consideration. I look forward to the possibility of discussing how my diverse background can benefit [Company Name].

Sincerely,

[Your Name]