

*[Your Full Name]*

*[Your Phone Number]*

*[Your Email Address]*

*[Your LinkedIn Profile URL]*

*[Date]*

*[Hiring Manager Name]*

*[Title]*

*[Company Name]*

*[Company Address]*

Dear *[Hiring Manager Name or "Hiring Team"]*,

Re: Application for *[Target Job Title]* (Ref: *[Job ID if applicable]*)

I am writing to express my enthusiastic interest in the *[Target Job Title]* position at *[Company Name]*. While my professional background has primarily been in *[Previous Industry/Field]*, I have spent my career honing a specific set of transferable skills-including *[Skill 1]*, *[Skill 2]*, and *[Skill 3]*-that directly align with the requirements of this role.

In my previous role as *[Previous Job Title]* at *[Previous Company]*, I successfully *[Achievement related to a transferable skill]*. This experience taught me how to *[Explain how this skill applies to the new role]*. Furthermore, my proficiency in *[Specific Tool or Methodology]* ensures that I can contribute effectively to your team from day one.

I have long admired *[Company Name]* for its *[mention a specific company value, project, or reputation point]*. I am eager to pivot my career toward *[New Industry/Field]* and bring a fresh perspective backed by a proven track record of *[general professional strength, e.g., problem-solving or project management]*.

Thank you for your time and for considering how my diverse background can benefit *[Company Name]*. I look forward to the possibility of discussing how my skills in *[Transferable Skill]* can help your team achieve its goals.

Sincerely,

*[Your Signature]*

*[Your Printed Name]*