

[Your Full Name]
[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [Portfolio Link]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **[Marketing Job Title]** position at **[Company Name]**. With a robust background in administrative operations and a recent focus on **[Specific Marketing Skill/Certification]**, I am eager to pivot my career and apply my organizational expertise to your dynamic marketing team.

In my current role as [Current Admin Title] at [Current Company], I have mastered the art of managing complex workflows and cross-departmental communication. Notably, I took the initiative to [Specific Administrative Task that overlaps with Marketing, e.g., manage the company social media or draft newsletters], which resulted in [Quantifiable Result, e.g., a 15% increase in engagement]. This experience solidified my passion for brand storytelling and audience engagement.

I am transitioning into marketing because it allows me to combine my high-level project management skills with my creative analytical abilities. My background has equipped me with a unique perspective on [Target Audience/Industry], and I am proficient in tools such as [Relevant Software, e.g., CRM, Canva, HubSpot, or Google Analytics]. I am confident that my ability to streamline processes and my keen eye for detail will allow me to contribute immediately to **[Company Name]**'s upcoming campaigns.

I am particularly drawn to **[Company Name]** because of [Specific Reason related to company's marketing style or mission]. I am eager to bring my disciplined work ethic and fresh marketing perspective to your organization.

Thank you for your time and consideration. I look forward to the possibility of discussing how my transferable skills can support the goals of your marketing department.

Sincerely,

[Your Signature]
[Your Printed Name]