

[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],

As a seasoned professional with [Number] years of leadership experience in the [Current Industry] sector, I am writing to express my enthusiastic interest in the [Target Job Title] position at [Company Name]. Having built a career defined by [Key Skill 1] and [Key Skill 2], I am now pivoting my focus toward [Target Industry] to apply my strategic management expertise in a high-growth environment.

Throughout my tenure at [Current/Previous Company], I successfully led teams of [Number] to achieve [Significant Metric/Achievement]. While my background is rooted in [Old Industry], the core competencies I have developed—specifically [Transferable Skill 1], [Transferable Skill 2], and [Transferable Skill 3]—are directly applicable to the challenges faced by [Company Name]. I have a proven track record of bridging the gap between operational efficiency and long-term vision.

I am particularly drawn to [Company Name] because of [Specific Company Project, Value, or News]. My experience in [Specific Management Area] allows me to bring a fresh perspective to your team, combined with the maturity and cross-functional leadership required to drive results from day one. I am eager to demonstrate how my background in [Old Industry Skill] can be leveraged to solve [Specific Pain Point mentioned in job description].

Thank you for your time and consideration. I look forward to the possibility of discussing how my management philosophy and transferable skill set align with the goals of [Company Name].

Sincerely,

[Your Name]