Career Change Cover Letter

Cover Letter Template — MyCoverLetters.com

[Your Name]
[Your Address]
[City, State ZIP]
[Your Email] | [Your Phone]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. While my background is in [current/previous industry or role], I am making a deliberate transition into [target industry or role] because of [your motivation — passion for the field, desire for greater impact, alignment with long-term goals].

Over the past [X years] in [previous field], I have developed strong [transferable skills such as leadership, project management, client relations, data analysis, or communication] that are directly applicable to this role. At [Current/Previous Company], I [describe a relevant achievement that demonstrates transferable value]. I have also [mention any steps taken to prepare for the transition, such as certifications, coursework, volunteer work, or side projects].

What excites me about [Company Name] is [specific reason — mission, culture, products, or industry position]. I am confident that my unique perspective, combined with my proven ability to learn quickly and deliver results, will allow me to make a meaningful contribution to your team.

I appreciate your consideration and would welcome the opportunity to discuss how my experience and fresh perspective can add value to [Company Name].

Best regards,
[Your Name]