

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name if known]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name or "Hiring Manager"],

I am writing to express my interest in the [Position Title] role at [Company Name]. Although my background is in [Current/Previous Profession or Industry], I am eager to transition into [New Industry or Career Path] and believe my skills and experiences will allow me to contribute effectively in this new role.

During my time at [Current or Previous Company], I have developed strong [transferable skill #1], [transferable skill #2], and [transferable skill #3], which are directly relevant to [New Position/Industry]. My work has given me a solid foundation in [relevant experience or knowledge], and I am confident in my ability to adapt and learn quickly.

I am excited about the opportunity to bring my perspective and skills to [Company Name] and help drive your teamâ€™s goals forward. Enclosed is my resume, which provides additional detail about my background. I look forward to the possibility of discussing my application with you.

Sincerely,

[Your Name]