**Career Changer Cover Letter**

Address Line 1,

Address Line 2,

City,

Postcode.

Dear [INSERT HIRING MANAGER’S NAME or SIR/MADAME],

I am writing to express my interest in the [INSERT JOB TITLE] position currently advertised on [INSERT WHERE YOU FOUND THE JOB AD]; please find attached a copy of my CV for your consideration.

You will see from my CV that my experience has been gained in careers not directly related to [INSERT THE INDUSTRY YOU ARE MOVING INTO]. However, I have developed many transferrable skills such as [INSERT TRANSFERRABLE SKILLS] that, given the opportunity, would allow me to excel within this role [ / YOUR COMPANY].

In my present/previous role as a [INSERT CURRENT JOB TITLE] for [INSERT CURRENT EMPLOYER] I have had many achievements, including [INSERT KEY ACHIEVEMENT]. I would relish the opportunity to bring this level of success to your company.

Having extensively researched your company, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel your business would be the ideal place for me to begin my career in this industry and I believe I can be an excellent addition to your team.

If you would like to get in touch to discuss my application or to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon. Thank you for your time and consideration.

Yours sincerely,

[INSERT NAME]