[Name of Hiring Manager] or [HR Department]

Company Name

Street Address

City, Postcode

Date

Dear [Sir/Madam] or [Hiring Manager] or [Hiring Manager’s name],

I am writing to you to apply for the position of [insert job title here].

***FIRST PARAGRAPH*** *- Be confident and concise in referencing your career change. Quickly bring it round to demonstrating your suitability to the role - referencing transferable skills/experience that are relevant to the job description. Briefly explain why you are interested in this field - demonstrating an understanding of the challenges and how your skill-set is equipped to meet them.*

*For example…*

I believe that this is an exciting and unique opportunity for me, coming at the perfect stage in my career. I have spent the last [x] years of my career working as a [previous job title/s] within the [previous industry/career]. However, I am now looking for a new challenge that will allow me to apply my [list 3-4 relevant skills] skills within [new industry/career]. I have been interested in this area for some time because [list reasons - ideally linking to your relevant experience]. When I saw this role at [company name] advertised, I felt I had to apply.

***SECOND SECTION*** *- Reinforce your transferable skills and understanding of the challenges - referencing some achievements that can back up your ability to deliver in this role. Give the hiring manager confidence that you will be able to adapt and add value quickly.*

*For example...*

Throughout my career to date, I have always enjoyed and excelled at [list 3-4 relevant task/duties similar to new role]. I have also [reference 1 or 2  relevant achievement/s] in my time as a [job title/s], which I hope is evidence of my ability to deliver results for you within this role.

***THIRD SECTION*** *- Wrap up on a positive note and include a “call-to-action”. In this case, both inviting the interview - but lowering the barrier by also offering informal discussion*

*For example…*

I would be delighted to have the opportunity to meet you in person to discuss my suitability for the role in more detail. If you have any questions in advance of that, please feel free to call or email me using the details below.

I look forward to hearing from you

**[Your name]**

[Your email address]

[Your mobile number]