

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Hiring Manager Name]

[Company Name]

[Address]

**Subject: Application for [Job Title] — [Your Name]**

Dear [Hiring Manager Name],

I am applying for the [Job Title] role at [Company Name]. While my background is in [PREVIOUS FIELD], I have spent the past [PERIOD] deliberately building toward a move into [NEW FIELD] — through [COURSES / CERTIFICATIONS / PROJECTS / FREELANCE WORK] — and this role is exactly the opportunity I have been preparing for.

My [NUMBER] years in [PREVIOUS FIELD] taught me skills that transfer directly: [TRANSFERABLE SKILL 1], [TRANSFERABLE SKILL 2] and [TRANSFERABLE SKILL 3]. For example, [A CONCRETE STORY WHERE YOU USED ONE OF THESE SKILLS TO DELIVER A RESULT].

I understand that hiring a career changer can feel like a risk. What I offer in return is [YOUR ADVANTAGE — e.g. a rare combination of perspectives, proven adaptability, strong fundamentals], along with genuine commitment: I have already [EVIDENCE OF COMMITMENT].

I would be glad to discuss how my unusual path could be an asset to your team. Thank you for your time and consideration.

Yours sincerely,

[Your Name]

[Phone] · [Email]