

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

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

Subject: Introduction Regarding [Job Title] Role - [Your Name]

Dear [Hiring Manager Name],

I am writing to formally introduce myself as a candidate for the [Job Title] position at [Company Name]. While my professional background has primarily been in the [Current Industry] industry, I am currently transitioning into the [Target Industry] sector and am eager to apply my expertise to your team.

Throughout my [Number] years in [Current Industry], I have developed a robust set of transferable skills that directly align with the requirements of this role, including:

- [Transferable Skill 1, e.g., Strategic Project Management]
- [Transferable Skill 2, e.g., Cross-functional Leadership]
- [Transferable Skill 3, e.g., Data-Driven Decision Making]

I have consistently admired [Company Name] for its [mention a specific company achievement or value]. I am confident that my unique perspective, combined with my ability to quickly master new market dynamics, will allow me to contribute effectively to your objectives from day one.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background can support [Company Name]'s growth. Thank you for your time and consideration.

Sincerely,

[Your Name]