

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

[Date]

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

Re: [Job Title] Application / [Reference Number]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. While my previous experience has been within the [Current/Former Industry] sector, I have built a proven track record of delivering measurable results that directly translate to the goals of your team.

Throughout my career, I have consistently demonstrated the ability to [mention a core high-level skill, e.g., drive revenue growth, optimize operational efficiency, or lead cross-functional teams]. My success is built on a foundation of [Skill A], [Skill B], and [Skill C], which I am now eager to apply to the [New Industry] space.

Key highlights of my track record include:

- [Achievement 1: Use a specific number or percentage, e.g., Increased output by 20%].
- [Achievement 2: Describe a problem you solved that exists in the new industry].
- [Achievement 3: Mention a leadership or technical milestone].

Although I am transitioning into a new field, my history of rapid adaptation and high performance ensures that I will contribute to [Company Name] immediately. I am particularly drawn to your company because of [mention a specific company project or value].

I have attached my resume, which further details my professional achievements. I look forward to the opportunity to discuss how my background and drive for results can benefit your organization.

Sincerely,

[Your Signature]

[Your Printed Name]