**CAREER CHANGE COVER LETTER**

Date

Name of Recipient

Their Job Title

Name of Organization

Company Address

Dear Title and Name of Recipient,

I am writing to inform you of my great interest in your current vacancy of [job title and reference number] which I discovered on [name of job board/contact/website/etc.]. During my experience as a [previous job title] I have gained many transferable skills, which are highlighted in my attached CV, that will enable me to succeed in this role.

I want to break into the [name of industry] due to [give a reason: your preference of the environment/your desire to help others/passion for a particular product/service/etc.] I have developed many valuable skills related to your vacancy and the industry in general. These include: [list the skills you possess that will enable you to encourage the employer that you can handle the role. E.g. dealing with customers/extensive research/working well under pressure/problem-solving/etc.].

I have accomplished many achievements throughout my career as [previous job title], for example [provide 1-2 examples of successes you’ve had that you can relate to the role on offer, such as successfully leading a team or attracting and securing an important client’s business]. Furthermore, I have also obtained [name any qualifications or training in beneficial areas such as IT or a second language. If you’ve completed a voluntary placement or internship in the desired industry be sure to mention it].

I believe the skills I’ve developed and the experiences I’ve gained during my career as a [previous position] make me a unique and valuable candidate worth considering for your vacancy. The qualities mentioned above, as well as my determination and passion, will enable me to make a positive difference to [name of company]. I would appreciate the chance to talk over my CV with you in person. I can be contacted via any of the details provided above and I will be in touch about my application’s progress at a later date. Thank you for your time and consideration.

Yours Sincerely,

Your Name Typed