**CAREER CHANGE COVER LETTER**

Dear **[Hiring Manager Name]**,

I must say I am thrilled as I write this letter to apply for the position of administrative assistant at Mashpee Aerospace. In the past, I have been working as the lab manager at Wing ways Hospital. Although I have had an impressive career as a hospital manager, I believe it’s time to transit to administration.

In my role as lab manager, I was tasked with the day-to-day running of the laboratory. This opportunity has enabled me to polish my organization skills, interpersonal, and communication skills. I have also learned how to organize meetings and lead a team, besides working under pressure. I believe these skills are vital for the role of an administrator.

In the past five years, I have assisted the transition of our lab from a local lab to an internationally accredited laboratory. In the past year, our lab was ranked among the best five labs in the state. I believe I will transfer the same success to your organization.

Please schedule a meeting where we can discuss further. I am impressed with what your organization has been doing in the informal settlements. I will be glad to be part of this noble task.

Best regards,

**[Your name]**