**CAREER CHANGE COVER LETTER EXAMPLE**

Dear Sir/Madam,

Application for a Change of Career (name the role) .Please find attached my CV in application for the role of (name of role) which I have seen advertised in (what publication and when).

I have had a successful career in (what area) since (when) and I feel that I have learnt a great deal during this time which has been a very positive experience. I now feel that I would like to have a change of career and face a fresh challenge and I have always had a keen interest in (what area is the job that you are applying for).

To enable me to transfer to a different career choice I have (done what? Any courses, training? Name everything that will cross over to this role that you are applying for).

I appreciate that I have a strict learning curve to achieve but I am happy to learn anything and everything that I can to enable me to be a success within (what role).

I am a very organized person who thrives off new challenges. I pay great attention to detail and have excellent communication skills.

Please find enclosed my CV. If you have any questions, please do not hesitate to contact me. Thank you for taking the time to read my letter and CV.

I look forward to hearing from you.

Yours sincerely

NAME SURNAME