**CAREER CHANGE COVER LETTER SAMPLE**

David Smith

Generic Company

321 West Address Street

Employment City, GA 54532

Dear Mr. Smith,

I’m writing to express my interest in the insurance agent position listed on the Generic Company website. I believe my experience and education have considerable overlap with the needs of this position, which should make me an exceptionally competitive candidate.

While I have spent the past year working as a customer service representative, my experiences in that position have helped me to develop more sophisticated communication skills, and a unique ability to identify customer need. My last job review was highlighted with an Employee of the Month award, which I received following the completion of a personal project which improve logistical coordination in the company by 13%.

Among my key strengths, you’ll find I am:

* Capable of delivering exceptional customer service
* Experienced with interpersonal communication

Your recent expansion into automotive insurance markets certainly caught my interest, and I admit the prospect of working with Generic Company is quite exciting. Please consider the attached resume for a more detailed picture of my experience. Thanks for your consideration,

Sincerely,