**CAREER CHANGE COVER LETTER**

**[Your name]  
[Your address]  
[Phone number]  
[Email]**

**[Current date]**

**[Hiring Manager Name]  
[Title]  
[Company address]**

Dear Mr. Smith,

Over the course of the last few months, I have had the wonderful opportunity to begin organizing events within my community for those experiencing financial hardship during COVID. Being able to assist those in need has awakened a passion within me for being able to empower communities, which is why I found City of Lake County’s job requisition for Community Engagement Specialist very exciting.

Although my previous experience is primarily within the sales industry, I believe that my professional experience still translates well into this new industry. While at Telco Sales Corp, I was able to achieve the following:

* Acquired 50 new partnerships in Q1 2020
* Increased sales overall by 102% year-over-year
* Maintained a 98% customer retention rate

As a Community Engagement Specialist, the goal is to cultivate relationships and secure funding for community programs. My sales background has proven that I am able to build and maintain relationships while driving revenue. I also won several awards during my tenure, including back-to-back Employee of the Year acknowledgment and Lead Customer Care Advocate.

I am ready to make this career transition as I have found my calling when it comes to bettering my community. The analytical and customer service skills from my previous industry paired with my planning and management capabilities would make me the ideal Community Engagement Specialist with Lake County.

I appreciate you taking the time to learn more about my qualifications and experiences, and I look forward to learning more about the opportunity.

Sincerely,

**(Signature for hard copy letter)  
[Your name]**