

[YOUR NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: [New Role]: [Your Name]

Dear [Hiring Manager],

After [X] years in [old field], I am moving into [new field] because [honest reason, e.g. I kept being pulled toward the part of my job that involved X]. I am applying for the [Role] position at [Company].

- [Old skill] became [new skill]: at [Employer] I [action] with [result], the same skill your role needs for [job requirement].
- I led [project] with [X] stakeholders, which prepared me for [new-role task].
- I [saved / earned / improved] [X] by [achievement relevant to new field].

To close the gap, I completed [course / certification] and built [project] using [tools]. You can see it at [link].

I know I am a switcher, and I would bring fresh perspective plus a proven work ethic. I would welcome a conversation.

Sincerely,

[Your Name]