

Career Change Cover Letter Template

Your Name
1 Your Street, City, Postcode
07712 345 678
01234 567 899
sensible-name@email.com

Date

Name of Recipient
Their Job Title
Name of Organisation
Company Address

Dear Title and Name of Recipient,

I am writing to inform you of my great interest in your current vacancy of [\[job title and reference number\]](#) which I discovered on [\[name of job board/contact/website/etc.\]](#). During my experience as a [\[previous job title\]](#) I have gained many transferable skills, which are highlighted in my attached CV, that will enable me to succeed in this role.

I want to break into the [\[name of industry\]](#) due to [\[give a reason: your preference of the environment/your desire to help others/passion for a particular product/service/etc.\]](#) I have developed many valuable skills related to your vacancy and the industry in general. These include: [\[list the skills you possess that will enable you to encourage the employer that you can handle the role. E.g. dealing with customers/extensive research/working well under pressure/problem-solving/etc.\]](#).

I have accomplished many achievements throughout my career as [\[previous job title\]](#), for example [\[provide 1-2 examples of successes you've had that you can relate to the role on offer, such as successfully leading a team or attracting and securing an important client's business\]](#). Furthermore, I have also obtained [\[name any qualifications or training in beneficial areas such as IT or a second language. If you've completed a voluntary placement or internship in the desired industry be sure to mention it\]](#).

I believe the skills I've developed and the experiences I've gained during my career as a [\[previous position\]](#) make me a unique and valuable candidate worth considering for your vacancy. The qualities mentioned above, as well as my determination and passion, will enable me to make a positive difference to [\[name of company\]](#). I would appreciate the chance to talk over my CV with you in person. I can be contacted via any of the details provided above and I will be in touch about my application's progress at a later date. Thank you for your time and consideration.

Yours Sincerely,

[\[Leave space for your signature in black ink\]](#)

Your Name Typed