[Your Name]

[Address]

[Your Email]

[Reachable Telephone Number]

[Hiring manager’s name]

[Company name]

[Company address]

[Date]

Dear Sir/Madam,

I am applying for the role of [Job Title] currently being advertised on [Job Board]. Please find my CV enclosed.

As evidenced in my CV, I have [time period] of experience in the [old sector] industry and from working my way up to [position], I am ready for a new challenge in the [new sector] industry. I believe this position is the perfect role for helping me achieve this.

The [new sector] industry particularly interests me because [reason for change i.e. my passion for X/I’ve always had a keen interest in X] and trust that I have achieved all that I can in my current sector.

In my previous positions I always enjoyed [duties which could be related to the new role] and believe that this interest, combined with my [transferrable skills] established during my career, make me the perfect candidate for building a lasting career in this role.

Despite my previous role being in a different industry, I am confident that my dedication and proficiency will support me in bringing a high level of success to [Company Name]. In addition to my positive professional contribution, I believe that my enthusiastic persona will allow me to easily fit in with your company culture and core values.

Thank you for your time and I look forward to discussing my application with you further.

Yours sincerely/Yours faithfully,

[Your Full Name]

[Reachable Contact Number]