[Your Name]

[Address]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

**[Name of vacancy and job reference if given]**

Dear Mr/Mrs/Miss/Ms **[Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title],** currently being advertised on **[state where]**. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over **[time period]** experience in the **[present sector]** industry. Having worked my way up to **[position]**, I’m ready for a new challenge in the **[new sector]** industry, and see this position as the perfect role to help me achieve this.

I’m particularly interested in working in **[new sector]** because **[give reason for change e.g. passion for X, interest in Y]**, and I feel that I have achieved all that I can in my current role/current industry.

Throughout my previous positions I have always enjoyed **[give duties which could be related to the new role]**. I believe that this interest, coupled with my **[state transferrable skills]** built up throughout my career, make me the perfect candidate for building a long-term career in this role.

In my previous role as a **[job title]** at **[employer name]**, I was responsible for **[Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue]**, and despite being in a different industry, I am confident that I can bring this level of success with me to your organisation. I am looking forward to and assisting **[company name]** build upon their outstanding reputation as **[state their position in market – do your research here!]**.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely [name known]/Yours faithfully [name unknown],

[Signature - if desired]

[Your name]