Career change cover letter sample

Below is a career change [cover letter template](https://www.indeed.com/career-advice/resumes-cover-letters/cover-letter-template) that can help you determine what type of information you should present in your own letter. Include the date and the contact information of the hiring manager in the intro to the cover letter.

*Alfred Gala  
alfredg@email.com*

*March 3, 2019*

*John Doe  
ABC Company  
123 A St.  
Dover, DE 19901*

*Dear Mr. Doe,*

*I am writing this letter to express my interest in the Sales Manager position at ABC Company. I have 10 years of marketing experience and wish to transition into a sales role at a prestigious company such as yours. I have many skills from my marketing career that can translate to success in this role.*

*Although I have been an asset to my prior employer as a marketing manager, I have dealt with many experiences that support common sales skills. I work one-on-one with clients while managing a marketing team. My client relationships are valuable to me because it allows me to build our connection, provide relevant product offerings and continue an ongoing business relationship.*

*Because of my skills as a marketing manager, I’ve won numerous awards, including Manager of the Year and Employee of the Month on numerous occasions. This required not only strength in marketing but also the instinct and ability to manage and motivate a team to work towards a common goal.*

*I believe my background in marketing would provide value for your team by adding a unique perspective. I am a fast and enthusiastic learner, ready to become a leader at ABC Company. If you know of a more appropriate position or an opening that has recently been vacated, I would be grateful for your consideration.*

*Sincerely,  
Jane Doe*

Customization of your career change cover letter

Remember that you should incorporate your own company research and details from the job description to make this a tailored cover letter. Present your strengths, experience, passion and dedication to improving the company at a personal level.

Tailoring your cover letter is key to help you stand out against a qualified pool of applicants. Explain your reasons for changing careers and dedication to learning new skills. You’re the greatest promoter of your current qualities, so be sure to include any information that’s pertinent to the new position.

Getting references

During a career change, it is important that you obtain several reliable [references](https://www.indeed.com/career-advice/resumes-cover-letters/resume-reference-list) to provide support for your qualifications, skills and qualities. This list can include:

* Former or current managers
* Former or current employees
* Company reports on your successes
* Mentors, advisors or former teachers

Compile a list of references when the employer asks for them. Out of professional courtesy, [ask each of your references](https://www.indeed.com/career-advice/finding-a-job/how-to-ask-someone-to-be-your-reference-email) if it’s okay for you to include them beforehand. Along with the name and title of each person, include a short sentence or phrase that outlines your relationship followed by their contact information. The more seniority or expertise the person has, the more impactful they will be as a reference.

While changing careers can be complex, you have several skills needed to succeed in a new industry or marketplace. By highlighting everything you have to offer, you can present yourself as a strong candidate with a unique and valuable perspective.