Career Change Cover Letter Sample

**This guide will show you:**

* Persuasive career change cover letter samples better than 9 out of 10 others.
* A cover letter for a career change that convinces hiring managers to take a chance.
* How to write a cover letter for a job with no experience in that field.
* Why achievements will make or break your cover letter for a transition to a new career.

This career change cover letter example proves you’re no mere fly-by-night:

Your Name

Title

Current Company (If Any)

Mailing Address

Phone Number

Email Address

Date

Hiring Manager Name

Title

Mailing Address

Phone Number

Email Address

Dear [Hiring Manager Name],

I'm so excited to apply for the IT Project Manager position at Weniger Aerospace.

At A/G Systems, I saved 10 meeting hours a week for 20 engineers. I did it by automating our program requirements management with Oracle Primavera. At $90 an hour, that’s $864,000 saved per year. I'm proud of that—not least because my title wasn't "IT PMP" but "Program Administrator." Transitioning to 100% IT PMP at Weniger would use my IT skills and passion to the full.

I know you're looking for an IT PMP with 5+ years of experience. I've spent 6 years creating robust IT systems with these achievements in the skill areas in your ad:

* **Customer Relationship Management.** Worked directly with 200+ customers to integrate our software into daily workflows. Slashed complaints by 25%.
* **Training.** Trained, mentored, and on-boarded 15 new IT hires. Handled all new user training, cutting customer issues 30%. Gave software training to 12 business units nationwide.
* **Automation.** Led project to develop custom ERP software, automating requirements-tracking from 20,000 customers and 150+ programs.
* **Programming.** Wrote test scripts and coordinated testing through cross-functional teams. Expanded custom software to integrate with ERP. Slashed daily disruptions 50%.

I'm very interested in sharing how I can deliver IT PMP excellence at Weniger Aerospace. Can we schedule a call?

Best Regards,

[Your Name]

PS—I'm also happy to explain how I used Oracle Primavera to automate project tracking, eliminating 120+ work-hours per year.

That’s Olympian. The hiring manager just forgot you’ve never held the job.