**Steps to Writing a Cover Letter as a Career Changer (With Samples!)**

Making a career change can be exciting, but it’s not without its challenges—like, for example, that some less open-minded hiring managers might have a hard time understanding how your work history fits with their current needs. So you’ll want to do everything you can to help sell a prospective employer on why you’re the right person for the job. **Sample #1: If You’re Early in Your Career**

*Dear Ms. Regina Smith,*

*Over the past few months, I’ve volunteered to represent my company at local college recruiting events, and I had no idea how much fun job fairs could be. As I meet with eager students, collect resumes, and chat with soon-to-be graduates about business development opportunities at Sunny Sales Inc., I often find myself thinking,*I wish this was my full-time job.*So you can imagine how excited I was when I discovered the university recruiting coordinator opportunity with Cloud Tech!*

*After completing a degree in business administration, I decided to put my outgoing personality and laser-focused organizational skills to work as a business development specialist for Sunny Sales Inc. Over the past two years, I’ve sharpened my communication skills in client meetings, fine-tuned my presentation experience, and sourced more than 300 warm leads. Working in sales has given me an invaluable foundation, and now I’m ready to move from business development to recruiting.*

*I’m energized by the prospect of applying my interpersonal skills and sales experience to the university recruiting coordinator opportunity with Cloud Tech. I think my enthusiasm for recruiting and ability to learn on the fly will serve me well in this role. I’ve outlined how my skills might fit with your specific needs below:*

* ***Applicant outreach:****As a business development specialist, I’m comfortable seeking out new opportunities, making cold calls, and selling potential clients on the advantages of Sunny Sales software.*
* ***Conducting interviews:****I make an average of 50 phone calls a day, meet with at least five clients a week, and am at my happiest when I get to interact with a lot of different personalities. I’ve also gotten to participate in 10 interviews as part of a sales panel, resulting in two new hires for our organization.*
* ***Application management:****I track my 1,500+ business development contacts as well as activities, pipeline, and 30+ active opportunities in a customer resource management system. As an organized, tech-savvy professional, I think I’d be able to master an applicant tracking system in no time.*

*I’d love to learn more about your university recruiting strategy for the coming year and to discuss how my experience and recruiting exposure might benefit the Cloud Tech team. Please let me know if there’s any additional information I can provide, and thank you so much for your consideration.*

*Warmly,*  
*Donovan*