CAREER CHANGE COVER LETTER SAMPLE

David Smith

Hiring Manager

Generic Company

321 West Address Street

Employment City, GA 54532

Dear Mr. Smith,

I’m writing to express my interest in the insurance agent position listed on the Generic Company website. I believe my experience and education have considerable overlap with the needs of this position, which should make me an exceptionally competitive candidate.

While I have spent the past year working as a customer service representative, my experiences in that position have helped me to develop more sophisticated communication skills, and a unique ability to identify customer need. My last job review was highlighted with an Employee of the Month award, which I received following the completion of a personal project which improve logistical coordination in the company by 13%.

Among my key strengths, you’ll find I am:

* Capable of delivering exceptional customer service
* Experienced with interpersonal communication
* Consistently striving to improve my abilities

Your recent expansion into automotive insurance markets certainly caught my interest, and I admit the prospect of working with Generic Company is quite exciting. Please consider the attached resume for a more detailed picture of my experience.

Thanks for your consideration,

Sincerely,

Susan Applicant

START WRITING YOUR CAREER TRANSITION COVER LETTER FOR THE INSURANCE INDUSTRY

Writing a cover letter may feel daunting -- and even frustrating -- at times. However, when you’re switching careers, a persuasive career change cover letter can be incredibly effective at helping create a more detailed picture of your experience. And if you’re still at square one, trying to figure out your next career path, whether in the insurance industry or in another industry, be sure to take a look at MyPath’s [**Career Wizard Tool**](https://www.insuremypath.org/career-planning-tools/career-wizard) to help point you in the right direction.