**Template For A Career Change Cover Letter**

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Ms. Martha Treadwell
Hiring Manager
First Steps Nursery School
987 Shady Lane
Big Town, USA 99999

Dear Ms. Treadwell:

Today I saw your post on JobSearchJimmy.com and was pleased to find that you are hiring for the fall semester. I am hoping to make a career change—from high school English teacher and soccer coach to preschool teacher.

It may sound like a 'leap' but I see it as a real possibility and that is why I am writing this cover letter. I have spent the last twenty years on the field and in the classroom working with teens. Now that I am older and more experienced I want to bring my skills and my sensitivity to young children—to guide and teach them and to interact with them as they learn and play.

I have a lifetime teaching credential and I am state licensed for pre-school teaching, now that I have completed the required training and have passed the necessary tests.

I hope you will consider speaking to me about how I can fill this opening at your school. Please phone me at 777-777-7777 if you'd like me to come in for an interview.

I appreciate this chance to introduce myself and to tell you about my plans to make this career change. Thank you for your time.

Sincerely,

Joellen Job Searcher

Don't Forget: Your career change cover letter should be personal, honest, friendly, and professional, making sure the hiring manager can see who you are from the letter you write and whether or not you'd be someone he or she might wish to interview for the job posted.