Cover letter format for career changers

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Your Name]
[City] | [Phone] | [Email]
[Date]

To,
[Hiring Manager's Name]
[Company Name]

Subject: Application for [New Role]

Dear [Mr. / Ms. Surname],

I am applying for the [New Role] position at [Company Name]. My background is in [Previous Field], where I worked for [Number] years as [Previous Designation], and I am now moving into [New Field]. I would like to explain why I think the move works.

In my previous role I [responsibility], which involved [skill relevant to the new role]. That work is close to what the new role asks for in [specific area from the advertisement].

Over the past [Number] months I have also prepared for this change. I completed [course], built [project or portfolio piece] and [any practical use, for example, applied it to a task at my current job]. You can see the work at [link].

I understand that I will be new to [New Field] and I am ready to start at the level that suits the role and to learn quickly from the team.

I would value the chance to talk through my background with you. Thank you for your consideration.

Yours sincerely,
[Your Name]