Career change cover letter sample

Wondering how to change careers? Start by explaining your value in your cover letter.

Whether you're actively pursuing changing careers or simply considering a career change, it's not like you're abandoning your existing skills altogether and diving into the great unknown. You'll be expected to transfer all your hard-earned talents and experience to a new industry and learning to apply them in productive ways. That's why it's especially important to outline your value proposition to a potential employer on your cover letter. View our career change cover letter sample below.

Betty Hernandez
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Sometown, PA 11111
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Jan. 10, 2019

Lance Jones
VP Business Development
McClain Companies
15 Walnut St.
Philadelphia, PA 12345

Dear Lance:

I am writing to you as a fellow graduate of Hofstra University (class of 2012) and would sincerely appreciate any insight you could provide me into McClain Companies. I have been working in sales for almost seven years, and I am now looking to transition into corporate human resources at a company such as yours.

Although successful in my sales career, I have realized the aspects of my work I find most rewarding are all in HR-related functions. The following offers a few highlights of my qualifications:

* **Solid foundation in HR affairs:** As senior account executive, I have been responsible for a number of HR functions, including recruiting, interviewing, hiring and training new employees. A quick learner of complex concepts and legal issues, I am eager to broaden these competencies.
* **Dynamic communication style:** I am adept in building relationships, consensus and a shared sense of purpose. I am known for my ability to quickly establish trust with employees, mediate disputes and motivate others into action.
* **Experience in corporate training:** A constant throughout my sales career has been my passion for the design and delivery of staff development programs. Comfortable and experienced giving both large and small-group presentations, I have conducted hundreds of training seminars for diverse audiences across all organizational levels.

If you know of anyone within McClain Companies who might be looking for someone with my qualifications, I would be very grateful for your referral. Thanks in advance for any assistance you may be able to provide.

Kind regards,

Betty Hernandez
Enclosure: Resume

## **Make change happen**

Making the leap to a new career is not for the timid. In order to help convince hiring managers that you're qualified, it helps to have not only an impressive cover letter, but also a resume that details your strong points. Could you use some help with that? Get a free resume evaluation today from the experts at [Monster's Resume Writing Service](https://www.monster.com/resumes/post-resume2). You'll get detailed feedback in two business days, including a review of your resume's appearance and content, and a prediction of a recruiter's first impression. It's a quick and easy way you to make sure you're highlighting the right skills that employers are looking for.