**Sample Career Change Cover Letter**

**Melissa Sutter**

123 Main Street, San Francisco, CA 94122

Home : 415-555-0000 Cell: 415-555-0000

email@example.com

Dear Mr. Sentner,

I am very interested in the Research Coordinator position at Abbot Labs. The skills I have honed through extensive experience as an Attorney translate well to the position. Additionally my undergraduate degree was in Biology garnering me solid lab experience.

Applicable skills include strong research ability excellent analysis strong written and verbal communication skills. Additionally I am very knowledgeable about the requirements pharmaceutical companies have in careful research study design. My time practicing patent law has given me the ability to keep up with all clinical research methods and design on the cutting edge.

Years of working in patent law has also honed my interpersonal abilities. I have garnered significant experience in serving as a liaison between clients and the US Patent Office. This lends itself well to work as a research coordinator as I would serve as a liaison between the company and the FDA.

I am certain that you will agree my particular blend of skills are not only wholly transferable to the Research Coordinator role but also make me a particularly well-suited choice. I look forward to meeting with you in person to further discuss how my skill set can assist your company. I can be reached at (555)987-1234.

Sincerely,

Melissa Sutter