**Career Change Cover Letter**

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A *career change cover letter* is one that is used when an applicant has chosen to change the direction of his or her career, either by the position or the industry; and wants to address the career value that they can bring this position through transferable skills and experience. Below, is a sample of how this career chance cover letter should be formatted.

Mergatroy McGuillacutty  
Samson, MI 09657  
(xxx)xxx-xxxx

Tromuson Industries  
413 Industry Way  
Greenwich, CT 06902

Dear Hiring Manager:

This letter is to express my interest in learning more about the Customer Call Center Representative position that was recently advertised on Monster.com. I am very enthusiastic about this position with your company, and I believe that my extensive experience and specialized qualifications make me the best candidate for the position. For your convenience, here is a brief review of my most compelling career strengths and transferable skills:

•Exceptional customer service and troubleshooting skills  
•Excellent communications skills  
•Superior work ethic  
•Organized and attention to detail  
•Proficient in a variety of computer applications and software  
•Team player and take initiative when necessary

As a candidate, you will find that I not only possess the most necessary transferable skills and proficiencies above-as required by a position of this kind-but also, that I am enthusiastic, a quick learner, and offer superior interpersonal skills both for internal and external function. My experience, while specialized in another industry, is wholly transferable as regards the invaluable transferable skills and qualifications that I can bring to this position and Tromuson Industries. Please let me know when a time might be acceptable for meeting to discuss my talents further, as I am confident that you will find me the best applicant for the position, in the short and long term of your business’ objectives. I can be reached at (xxx)xxx-xxxx. Thank you so much for your time and consideration.

Sincerely,

Mergatroy McGuillacutty