**Sample Cover Letter for Career Change**

by **[SandyDsouza](https://www.blogger.com/profile/09076658069025457094" \o "SandyDsouza)** [August 10, 2017](https://ecareerchange.blogspot.com/2017/08/sample-cover-letter-for-career-change.html)

When you opt for a different position in your field or have decided to switch your career, a cover letter can play a huge role in securing a job. Since you are shifting to a completely new domain, you may not have the relevant experience required for the job profile. This is where you can use your cover letter to exhibit your strengths and make the most of the opportunity. However, you must know [how to capitalize on your transferable skills](https://ecareerchange.blogspot.in/2017/08/how-to-identify-transferable-skills-for-career-change.html) and convince the hiring manager on why you are the best fit for the job.

Full Name  
Residential Address  
City, State, Zip code  
Contact Information -  
Phone number  
Email Address  
  
Date  
  
Recruiter Name  
Company Name  
Address  
City, State, Zip code  
  
Dear Mr/Mrs/Ms (Hiring Manager name)  
  
It is with great interest and zeal that I am responding to “Production Manager” job opening posted on your company's website. I firmly believe that the abilities and skills that I have developed in my career, until now, can help me in handling responsibilities of the job position. The opportunity which your organization has presented seems very appealing, and I think my proficiency at handling projects makes me a suitable candidate for the role.  
  
I am currently working as a (specify your position) for (state your company's name). I have interacted with people from various departments and public authorities. Because of this, my communication skills have been polished, and I have a better understanding on what needs to be done to ensure things are fulfilled as per client's demand.  
  
In fact, I have recently received the (specify the name of the award)  because of my ability to coordinate with cross-functional teams, accomplish projects according to client's expectations and within a set deadline. My other areas of expertise include -

#### Problem solving skill

Termed as a useful resource known to keep calm for solving complex problems and making key decisions at crucial points.

#### Efficient planner and organizer

Have an established track record of handling multiple tasks and prioritizing assignments to meet deadlines. Capable of meeting goals to achieve the company's objective.

#### Team player

Described as a competent member of my team who is willing to take extra efforts to achieve company target.

#### Self starter

Highly motivated employee and a quick learner who always wants to improve and focus on self-development.  
  
I am assured that my experience and set of skills that I have gained in previous jobs meet your expectations for this role. Hereby, attached is my resume for further information about experience. I am hoping that you find me interesting enough to set up face-to-face appointment. I am sure I will be a valuable member of your team. I believe in your company's motto, and it goes in alignment with my personal and professional values.  
  
You can reach me anytime on my contact number to set up our meeting date as per your convenience. Thank you for taking out time for reading my application. Looking forward to your response and speaking on length about the job opportunity.  
  
Sincerely,  
  
Full Name  
  
The cover letter must not contain the same points that you [intend to elaborate in your resume](http://www.bestsampleresume.com/examples/). When you are writing a career change cover letter, try to manipulate how your experience can suit the new position. Include transferable skills and competencies that showcase why you as the right candidate for the position to the employer.