**Sample: Cover Letter for a Career Change.**

Here is a sample career change cover letter:

[**Your Contact Details]**

**Dear Mr./Ms. [Last Name]**

This is in regards to my application for the job position “job title” in your company. As will be evident by my resume, I have previously worked in the capacity of “job title” manager with “company name”.

You will find that I have been more than successful in handling a team of “job description” and succeeded in churning out assignments to the satisfaction of the company.

While I worked as a “job title” manager with “company name”, I was responsible for the correct implementation of various technologies into the product required by the company and the clients.

I was also responsible to ensure [job tasks] would add a similar flavor to the assignment, and therefore the product.  
As would be further evident from my current position, I have been closely acquainted with “some other duties” since the beginning of my professional career. Therefore, I have a profound knowledge and insight into “this particular market”.

You will find that I have all the qualities one would require of a “job title”. I hope that a glance at my resume warrants a meeting and an interview if possible.  
I eagerly await your reply.

**Your Sincerely,  
[Your signature]  
[Name]**

Summarizing the objectives of your career change cover letter:

The main objective of the career change cover letter is to inform the reader of the letter about the common talents and requirements of the two jobs – the job that you hold and the profession that you wish to pursue.

Also, the letter should be a brief description of the achievements and assignments that you have achieved in your profession, which would be helpful and add to your success in the job that you wish to, apply for.

**Tips for a career changer**  
Once you have decided on a career change, you should do it the right way.  
One of the first things to do once you have decided on a career change is to look for a suitable job in the specific career.  
The suitability of the job will depend on the amount of experience and talent that the job seeker has in the alternate career.  
For example, a web designer with three years experience will have nothing to show for it in a job opening for programmers.