

Mid-Career Change Cover Letter Example

[Your Name]

[Address]

[Hiring manager's name]

[Hiring manager's company name]

[Company address]

[Today's Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms **[Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title]**, currently being advertised on reed.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over **[time period]** experience in the **[old sector]** industry. Having worked my way up to **[position]**, I'm ready for a new challenge in the **[new sector]** industry, and see this position as the perfect role to help me achieve this.

I'm particularly interested in working in **[new sector]** because **[reason for change e.g. my passion for X/I've always had a keen interest in X]**, and I feel that I have achieved all that I can in my current industry.

Throughout my previous positions I have always enjoyed **[duties which could be related to the new role]**. I believe that this interest, coupled with my **[transferrable skills]** built up during my career, make me the perfect candidate for building a long-term career in this role.

In my previous role as a **[job title]** at **[employer name]**, I was responsible for **[Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue]**, and despite being in a different industry, I am confident that I can bring this level of success with me to your organisation and help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours faithfully,

[Your name]

[contact phone number]

[Signature - if desired]