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Dear [Ms. or Mr. Last Name],

Over the course of [Number] years, I have built a successful career in [Previous Field] . I believe that the  
knowledge and skills I have developed during that time would serve me well in transitioning to the role of  
[Job Title] for [Company Name].

In the course of my career, I've developed a number of important skills that will help me succeed in  
this new role. I am a proven leader with a strong record of exceeding goals and expectations, and  
special expertise in [enter relevant skill]. My experience and educational background have prepared  
me for this career move and some key proficiencies I can bring to this role are:  
[Enter job-related skill]  
[Enter job-related skill]  
[Enter job-related skill]

My attached resume further highlights the attributes that I would bring to this position. I am confident that I  
can make an immediate positive contribution and help [Company Name] achieve its organizational goals.

Thank you for your time and consideration. I am looking forward to speaking with you further regarding  
this position.

Sincerely,

[Your First Name] [Your Last Name]