## **For Career Changers: Framing Transferable Skills Effectively**

[Your Name]  
 [Your Address]  
 [City, State, ZIP Code]  
 [Your Email]  
 [Your Phone Number]  
 [Date]

[Hiring Manager’s Name]  
 [Company Name]  
 [Company Address]  
 [City, State, ZIP Code]

Subject: Interest in Opportunities at [Company Name]

Dear [Hiring Manager’s Name],

As a [current job title] with a strong foundation in [current industry], I am eager to transition into [new industry] and apply my expertise in [transferable skill, e.g., “process improvement” or “data analytics”] to drive meaningful impact. I have followed [Company Name]’s work in [specific area] and admire its commitment to [mention company value or goal].

In my current role at [Company Name], I have successfully [mention a relevant achievement, e.g., “led a cross-functional team that reduced project turnaround time by 25%”]. This experience has honed my ability to [key skill, e.g., “optimize workflows” or “manage large-scale projects”], which I believe aligns well with the needs of [new industry].

I would love the opportunity to explore how my background and skills can contribute to [Company Name]’s success. Please let me know if we can schedule a conversation.

Best regards,  
 [Your Name]