

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company's Name

Company's Address

City, State, Zip Code

## **Subject: Application for Role Transition to [Desired Position]**

Dear [Hiring Manager's Name],

I am writing to express my interest in transitioning to the [Desired Position] role as advertised. With my background in [Your Current Position/Field] and experience in [Relevant Skills/Experiences], I am excited about the opportunity to contribute to [Company Name] in this new capacity.

During my time at [Current Company/Organization], I have developed skills in [List Relevant Skills] which I believe align well with the requirements of the [Desired Position]. My experience in [Provide Specific Examples] has further equipped me with a unique perspective and insight that I can bring to your team.

I am particularly drawn to [Company Name] because of [Reason for Interest in Company/Position]. I am confident that my skills and passion would make me a valuable asset to your team.

I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to [Company Name] in the [Desired Position]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,

Your Name