[Your Name]

[City, State] · [Phone] · [Email] · [LinkedIn URL]

[Date]

[Hiring Manager's Name]
[Company Name]
[City, State]

Dear [Hiring Manager's Name],

[Opening: name the role and share your why. Example: After eight years as a classroom teacher, I've discovered my favorite part of the job is designing learning experiences, which is why I'm excited to apply for the Instructional Designer role at (Company).]

[Transferable skills: name two or three skills the new role requires and prove each one with an achievement from your current or past career.]

[Commitment: describe the steps you've taken toward the new field, such as courses, certifications, freelance projects or volunteering, and what you've learned.]

[Why this company: what draws you to them and how your unique background will be an asset to their team.]

[Closing: thank them and invite a conversation.]

Sincerely,

[Your Name]