



Your career change cover letter

What to include in your cover letter when you're changing career can be an area of confusion. Don't fall into the trap of thinking your value lies only in your vocational qualification. You are so much more than that, and it's likely you have many transferable skills to show for it!

The most successful career change cover letter is one that highlights the relevant transferable skills from your old career to the new. The good news is, in addition to looking for relevant work experience in your resume, hiring managers also look for specific job skills and competencies to fit the needs of the vacancy. These are what they have determined you need to have do the job and work well in their organisation. So look closely at the advertisement to understand their core needs.

Sample letter:

Your address
And contact details
Go here

Contact's name
Contact's position/title
Company name
And address here

Application for the position of (job title)

Dear Mr/Mrs (contact name)

It is with great interest and enthusiasm that I am writing to apply for the position of (job title). I strongly believe that the skills and abilities I have gained during my career to date make me an excellent candidate for this opportunity. The professional skills I have that relate directly to your job requirements include:

Communication skills

I am successful in building strong co-operative relationships with key clients and decision-makers

Problem solving

I am regarded as a resourceful problem solver, evident in the successful development and implementation of new policies and procedures

Planning and organising

Proven track record of effectively prioritising multiple tasks and assignments in a fast-paced work environment to efficiently meet departmental and company objectives

Team player

I have a solid reputation as a competent team member, who is always prepared to go the extra mile to achieve results

Self-starter

I am considered a highly motivated employee with the capacity to learn quickly and take responsibility for my own development



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My broad experience in the career field of (previous career field) has equipped me with a strong set of valuable competencies that meet your needs. I am eager to combine my previous experience with my passion for (new career field). I love to work hard and would make a meaningful contribution to your organisation.

I welcome the opportunity for a personal interview to discuss this further. Please contact me at your earliest convenience to set up a time and date for us to meet.

Thank you for your time and consideration, and I look forward to speaking with you.

Yours sincerely,

Your name