

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my sincere interest in the [Position Title] role at [Company Name], as advertised on [Where You Found the Job Posting]. I am currently in the process of relocating to [New City/State] and am eager to transition my career into [Target Industry/Role]. My excitement for both the new location and the opportunity to contribute my skills in a fresh capacity motivates this career change.

My professional background in [Your Current/Previous Industry or Role] has equipped me with a strong set of transferable skills, including [Key Skill #1], [Key Skill #2], and [Key Skill #3]. Throughout my career, I have developed a reputation for adaptability, quick learning, and building positive relationships, which I am confident will support a smooth transition into [Target Industry/Role]. For example, in my most recent position at [Previous Employer], I [mention an achievement or responsibility demonstrating relevant transferable skill].

As I move to [New Location], I am enthusiastic about becoming an active member of the local community and embracing the personal and professional growth opportunities this relocation offers. I am drawn to [Company Name]'s commitment to [mention unique company values, mission, or projects], and I am excited about the possibility of contributing to your team's ongoing success.

Thank you for considering my application. I am eager to discuss how my diverse background and passion for learning can benefit [Company Name]. I would welcome the opportunity to further explain how my skills can support your team's goals. Please find my resume attached for your review, and I look forward to hearing from you soon.

Sincerely,
[Your Name]