

Covering Letter Example Template – Career Change

Your name
Your address line 1
Your address line 2
Post code

Phone number:
Email:

Example date

Company/Employer name
Address line 1
Address line 2
Post code

Dear Sir/Madam or name of employer

(Introduction - This is where you would explain the role you are applying for and where you found the job being advertised.) For example

REF: Position of Meter Reader (reference 556027)

I am writing to apply for the post of Meter Reader with Welsh Water, after being made redundant after 16 years of experience with my previous employer. I saw the post advertised on the Indeed website.

(Introducing yourself – This is your opportunity to tell the employer key skills and qualities you have suitable to the role you are applying for. You should explain how you have gained these skills in previous job roles. You can also add key successes you have had such as targets exceeded or awards achieved.) For example

As you can see from my attached CV, I have vast experience in working in industry, outdoors and in practical roles.

I am accustomed to working in an environment where teamwork and targets play an important part in the daily routine. As team leader at a local factory, I used my negotiation and organisational skills to improve our team's productivity by 30 per cent.

(Tell the employer why you are looking to make a change, and/or what you can do for the company and/or the main skills you have developed that you can transfer into this role. These are called transferable skills.) For example

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I am adaptable and flexible, am willing and keen to learn, and learn new skills quickly. When starting a CNC supervisor role, I learnt how to control new computerised equipment within a week, so that I could train colleagues.

In addition, I feel I am extremely good at making others feel comfortable, and am always cheerful, courteous and reliable, communicating effectively with others.

(Closing sentence/paragraph– This is where you close your letter with a reminder of why you are the best candidate for the position.) For example

I feel the combination of my skills and experience would make me an ideal candidate for a position within your organisation and the new challenges it would bring.

I look forward to hearing from you shortly and am available for interview at any time.

Yours faithfully *(if you started the letter with Dear Sir/Madam)*

Yours sincerely *(if you are writing to somebody by name)*

(Your full name)