

Sample Cover Letter 4: The Career Changer

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

Hiring Manager
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I would like to start by mentioning that I have an experience of 8 years in sales besides working in various offices for the same period of time and now I am looking very enthusiastic to apply for Administrative Officer at [Company Name]. Organizational skills come naturally to me and practicing them in my previous organization while managing administrative work is what attracted me to apply for this vacancy.

During my last job, I was mostly engaged in a marketing position; however, I also volunteered for chores related to marketing such as appointment scheduling, budgeting, and managing stocks. The exposure got me worked up! The brilliance of working from behind the scenes to cater and organize business operations was eye-opening for me. I am efficient multitasking and a very fast learner which will go a long way in settling in this role.

I hope to hear from you soon, as I would like to elaborate further on how my professional trajectory, my competencies as well as my passions correspond with what [Company Name] is aiming for.

Enclosed: Resume

Best regards,

[Your Name]