

*Dear (hiring manager's name),*

*I am writing to apply for the position of (job role) at (company name), as advertised at (the place where you found the job listing). Please find my resume enclosed for review.*

*With four years of experience in IT, I wish to transition into a communications role, having had the opportunity to develop my interest in my previous position. Although as (previous role title), my duty was internal management of company IT systems, I was responsible for company-wide resources and coordinated across various state departments. I received three commendations for excellent interpersonal support from the executive board and was vital in spearheading (previous company's name)'s 'Ask an Expert' campaign.*

*I believe that the organizational, managerial and interpersonal skills I developed in IT - coupled with my interdisciplinary perspective - make me uniquely qualified for the role of (job title). I am convinced that (company name)'s vision of increasing the accessibility of online education makes it the perfect place for me to transfer my knowledge and skills into a communications role. In doing so, I will be a genuine asset to your organization. Recent ventures, like (company example), have me excited about the future of (company name) and how I could contribute to it.*

*Thank you for taking the time to consider my application. I look forward to discussing the opportunity with you further. I can be reached at (your contact information).*

*Sincerely,*

*(Your name)*