**Example template – Career Change, or technical**

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

Date XX/XX/XXXX

Your name  
Your address line 1  
Your address line 2  
Post code  
  
Phone number:  
Email:

Example date

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*) *e.g*   
I wish to apply for the position of Health Service Manager which you have advertised on your website.  
  
*(Tips: 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 success you have had such as targets exceeded or awards achieved )*

I have 8 years experience of working as a Mental Health Nurse and most recently as a construction site manager working on a variety of construction projects ranging from swimming pools, schools and high rise buildings. For the past 10 years I have worked on projects across Wales, the UK and Europe and dealt with a variety of different people to ensUre projects were completed. I have exceptional communication and organisational skills and work extremely well under pressure.

*(Tips: Tell the employer why you are looking to make a change, what you can do for the company and the main skills you have developed that you can transfere into this role. These are called transfereable skills)*I feel that I have achieved what I can in the construction industry. I have always had an interest in the health sector and would love to be able to return and use my managerial experience. I believe my current skills would prove invaluable to this position. In my current role I am responsible for managing between 10 – 150+ construction teams, scheduling their work, inspecting work, supporting project planning and writing health and safety procedures for the construction sites. I also work with a variety of different staff and investors. The skills I have developed as a manager within construction industry are highly suitable for this position.

I am confident that I have the skills, qualities and experience to become a successful Health Service Manager. I attach my CV/application for further information about my qualifications and skills.

Thank you for considering my application. I hope to hear from you soon.

Yours faithfully

(your name)