

[Your Name]

[you@example.com] · [City, Country] · [portfolio or LinkedIn URL]

[Date]

[Hiring Manager's Name]

[Their Title]

[Company Name]

[City, Country]

Dear [Hiring Manager's Name],

[Name the role you're applying for and, in the same sentence, say the awkward thing: the field you're coming from.] [One clause. Naming it costs nothing and makes everything after it credible.]

[The work you have already done that is this job under another name.] [Describe it in the new field's words: what you ran, who for, and the number attached to it.]

[The second thing that carries over, or the proof you have already started: a course, a side project, a task outside your role.] [What it produced.]

[One low-friction ask.] [Resume attached. Stop here.]

Kind regards,

[Your Name]