Career Change Cover Letter Template

Jane Candidate

123 Main Street

City, ST 54321

555-555-5555

janecandidate@email.com

Samantha Jones

Big City Company

123 City Road

City, ST 54321

Dear Ms. Jones:

I am writing to express my interest in the Assistant Manager position posted on the Big City website. The position fits in line with my career path and I believe that my previous experience makes me an ideal candidate for the role.

Although I have previously been working primarily within the food and beverage industry, I have gained valuable experience in the day-to-day management of operations, including vendor and staff coordination. It has allowed me to build on my customer service skills as well as developing interpersonal communication skills and overall business management.

During my time within the food and beverage industry, I’ve grown to truly appreciate what it takes to build a business and keep it running smoothly. In fact, in my most recent role as Senior Barista, I was responsible for maintaining staff schedules and product inventory in addition to tallying and submitting daily/weekly/monthly reports. Last fall, when our store experienced issues with our inventory systems, I provided direction and solutions to work around the issue. As a result, I was recognized as the “Regional Employee of the Month” by our District Manager.

As your job description requests, I bring a strong work ethic, extensive customer service skills, and a thorough understanding of management software to the table. I am an outgoing, well-spoken team player who enjoys both learning and educating. A quick thinker, always working to solve problems efficiently and effectively, while implementing new plans and ideas for future operations. I am confident I will bring the same level of energy and expertise to the Assistant Manager role at Big City.

In my research, I’ve found that the mission and values of Big City are aligned with my own, and I am truly excited about growth and opportunity available with the Assistant Manager position. Additional information about my experience can be found on the attached resume and I look forward to meeting in person to discuss the role further.

Sincerely,

*Jane Candidate*