

Cover letter for a career change

I. Elements to take into account when writing this cover letter

There are many potential reasons for someone wishing to make a career change. Whether it be structural unemployment, lay-offs, relocation, or simply because the person is fed up with their current career or they don't feel as motivated about it as they did in the past. Whatever the reason may be; an active choice or forced, based on positive reasons or unfortunate circumstances the cover letter written to a potential new employer must remain a positive and optimistic as possible.

When writing the letter, there are a number of questions that the applicant will ask themselves. One of the first and most important is, does the position I am applying for relate in any way to my previous experience? If the answer is yes, it is important to highlight the links and skills gained and how the move could be seen as a logical and active career step. If the answer to this first question is no then it is important to explain the positive reasons for the change (a new challenge, a genuine passion for the new career etc.) and any transferrable skills from indirect past experiences.

Another question an applicant should be asking themselves would be, what do I know about the new field into which I will be hopefully entering? Showing a good up to date knowledge of the new career area is also important as it shows that the applicant is not simply applying on a whim or out of necessity, but that they have researched the area and it is a positive, active and conscious choice.

Finally, and as with any cover letter, the applicant should ask themselves; what can I add to this company? Highlighting proven strengths and positive personality traits will reassure the recruiter that you have the necessary “human skills” for the position and thus they will be more likely to take your application further.

Luke Primiano
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13/8/2014

FlyTo.com

Dear Sir/Madam,

It is with great pleasure that I am writing to you today to apply for the position of air steward with FlyTo.com as advertised on your website.

Having recently left my previous career working in telesales, I am ready to get stuck into a new challenge that will both motivate me and allow me to indulge my two passions; travel and languages.

Thanks my 10 years of experience in international telesales I have been able to develop many skills that are directly transferable to the role of an air steward. My eye for detail, my ability to work and keep calm under pressure as well as my unfailing enthusiasm will no doubt come into great use when in the air. Furthermore, the fact that I have developed three languages to a fluent level and have worked as my company first aider, mean that I have a lot of the practical skills that I know are prerequisites of being a legally qualified cabin crew member in Europe.

As one of the fastest growing airline start-ups in history I believe that, FlyTo will provide me with the framework to build on and develop my already established skills and will undoubtedly provide me with new ones, pushing me to go further than I have been before in my professional career. FlyTo.com's

exceptional record of customer service and employee satisfaction only further my desire to want to join the company.

In the hope that my application retains your attention, I remain at your disposal for an interview either by telephone or face to face.

Yours Faithfully

Luke Primiano