

Career Change Referral Email Template

Subject: Career Transition Opportunity - [Your Name]

Dear [Hiring Manager's Name],

I hope this message finds you well. [Referrer's Name] from [their department/company] suggested I reach out to you about potential opportunities in [new field/department]. While my background is in [current field], I am excited about transitioning into [new field] and believe my transferable skills could bring fresh perspective to your team.

Although I am new to [new field], my [X years] experience in [current field] has given me strong skills in [transferable skills that apply]. For example, my work in [specific example] required [skills that translate], which I understand is valuable in [new field]. [Referrer's Name] observed these skills when we [context of how you know referrer] and thought they would translate well to your team's work.

I am particularly drawn to [new field] because [genuine reason for career change]. I have been preparing for this transition by [specific steps taken - courses, volunteering, reading, networking] and am eager to apply my passion and existing skills in a new context.

I would greatly appreciate the opportunity to discuss how my unique background and enthusiasm for [new field] could benefit your team. I am available for a conversation at your convenience.

Thank you for considering my interest.

Best regards,

[Your Name]

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