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| --- | --- | --- |
| email@domain.com | 0000 000 000 | Suburb, State, Postcode |

**<DD/MM/YYYY>**

<Hiring manager’s name>

<Company>

<Company address>

<Suburb, State, Postcode>

**Dear <Hiring manager’s name>,**

**Re: <Role title> position**

**<State your current role and reason for shift>**

After five years in digital marketing, I’ve realised my true passion lies in helping people grow within their careers.

**<Highlight transferable skills and adaptability>**

My background in campaign strategy and audience engagement has equipped me with strong communication, problem-solving, and relationship-building skills - all crucial in HR.

**<Showcase achievements and passion/relevant learning>**  
In my current role, I led a mentorship program for junior marketers, guiding their professional development.

**<Explain career goals and how they align with the role>**

This experience inspired me to pursue a formal career in human resources, where I can support employees and drive positive workplace culture.

**<End with enthusiasm and a call to action>**

I’d welcome the opportunity to discuss how my skills can contribute to your HR team. Thank you for your time.   
  
**Kind regards,  
<Your name>**