[Your Full Name]

[City, State] | +91 [Phone Number] | [your.email@example.com] | linkedin.com/in/[your-profile]

[Date, e.g. 12 March 2026]

[Hiring Manager's Name]
[Designation, e.g. Talent Acquisition]
[Company Name]
[City]

Subject: Application for [Job Title] – [Job ID]

Dear [Hiring Manager's Name],

I am applying for the [Job Title] role at [Company Name], which I found on [Naukri / LinkedIn / your careers page]. My background is in [previous field or degree], and I am now moving into [new field], a move I have prepared for over the past [period].

[Keep the line that fits you and delete the other.] From [Month Year] to [Month Year], I took a break to [honest reason, e.g. prepare for government exams / care for a family member / complete a course], and I am now ready to return full-time. / After [X years] as a [old role], I found that I enjoy [the part of the work that links to the new field] the most.

To prepare, I [completed a course or certification, e.g. an online data analytics certificate] and [did practical work, e.g. analysed sales data for a family business in Excel]. My earlier experience in [old field] also gave me [transferable skill, e.g. handling clients, working to deadlines], which this role needs.

My resume is attached. I can join [immediately / from date] and would value the chance to show what I can do. Thank you for your time.

Yours sincerely,

[Your Full Name]