

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [where you found the listing]. With a proven background in [your field/industry], I believe my skills and passion make me an ideal candidate for your team.

I want to be transparent regarding the recent gap in my employment history. In [Month, Year], I was part of a company-wide layoff at [Previous Company Name] due to [e.g., organizational restructuring, pandemic-related challenges, or economic downturn]. While this transition was unexpected, it has ultimately provided me with invaluable opportunities for growth.

During my career break, I remained dedicated to professional development by [examples: enrolling in online courses, volunteering, consulting, or freelance work]. I completed [certifications, training programs, or skills development related to your field], which expanded my expertise in [specific skills or technologies]. These initiatives not only kept my skills current, but also enhanced my adaptability and resilience in the face of change.

I am enthusiastic about re-entering the workforce and bringing my refreshed perspective, dedication, and expertise to [Company Name]. My experience at [Previous Company Name], coupled with my proactive growth during my employment gap, has reinforced my ability to contribute meaningfully as a member of your team.

Thank you for considering my application. I look forward to the opportunity to further discuss how my background aligns with the needs of your organization.

Sincerely,
[Your Name]