

Sample Formal Letter for Job Application After Career Break

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. With a background in [Your Industry/Field] and a strong passion for [relevant aspect of the job or company], I am eager to bring my skills and experience to your esteemed organization.

Following a planned career break to [briefly state the reason, e.g., focus on personal development, family commitments, further education, etc.], I am now looking forward to re-entering the workforce with renewed enthusiasm and dedication. During my career hiatus, I actively maintained and furthered my skills by [briefly mention any relevant activities, e.g., completing online courses, volunteering, part-time work, freelance projects, or relevant personal development].

Previously, in my role as [Your Last Position] at [Your Last Company], I successfully [mention a key responsibility or achievement relevant to the new position]. This experience honed my strengths in [list relevant skills or competencies] and equipped me to adapt quickly and perform effectively in dynamic environments.

I am excited about the opportunity to contribute to [Company Name] and am confident that my adaptability, commitment, and skills will allow me to add value to your team. I am eager to discuss how my background and fresh perspective can benefit your organization.

Thank you very much for considering my application. I look forward to the possibility of discussing this opportunity with you and am available at your convenience for an interview.

Sincerely,
[Your Name]