

Sample Cover Letter: Job Application After Career Break

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

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

Dear [Recipient 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 strong background in [your professional field or industry] and a commitment to ongoing professional development, I am excited about the opportunity to contribute to your team.

In my previous role at [Most Recent Employer/Organization], I had the opportunity to [briefly describe your key responsibilities and achievements]. My career has been enriched by hands-on experience in [mention relevant skills/areas], which I am eager to bring to [Company Name].

Following a planned career break to [briefly explain the reason, e.g., focus on family responsibilities, personal development, further education, or other relevant reason], I am now enthusiastic and motivated to re-enter the workforce. During my time away, I continued to stay updated with industry trends through [online courses, certifications, volunteering, freelance projects, etc.], which have strengthened my skills in [mention relevant skills or competencies]. This experience has only heightened my enthusiasm and readiness to contribute positively to your organization.

I am confident that my combination of experience, knowledge, and renewed ambition makes me a strong candidate for this position. I would welcome the opportunity to further discuss how my background, skills, and enthusiasm align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application with you in more detail.

Sincerely,
[Your Name]