

[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 interest in the [Position Title] role at [Company Name] as advertised on [Source of Job Listing]. With a strong professional background in [your field or area of experience], I am excited about the opportunity to contribute my skills, enthusiasm, and commitment to your team.

In the past few years, I took a purposeful career break to serve as a primary caregiver for a family member. This experience, while personally rewarding, has also enhanced my capabilities in areas such as organization, effective communication, time management, problem solving, and adaptability. Caring for a loved one required resourcefulness, patience, and an unwavering commitment—qualities I am eager to bring back into the workplace.

Prior to my caregiving responsibilities, I successfully worked as a [previous position/title], where I developed expertise in [key skills or experience relevant to the new position]. I am confident that my prior professional experience, combined with resilience and transferable skills gained during my recent career break, make me a strong candidate for this position.

I have remained engaged with industry trends through [mention any relevant courses, certifications, volunteering, or professional development], ensuring that I am fully prepared to make a meaningful contribution at [Company Name]. I am eager to resume my professional career and am ready to learn, adapt, and grow in a dynamic environment.

Thank you for considering my application. I look forward to the opportunity to discuss further how my unique background and skills can support the goals of your team at [Company Name].

Sincerely,
[Your Name]