

Cover Letter Template for Returning to Work After Unemployment

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

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

Dear [Hiring Manager's Name],

I am excited to submit my application for the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. While I have been away from the workforce for a period of time due to [briefly state reason if comfortable, e.g., personal development, caregiving responsibilities, education, etc.], I am eager to bring my skills, experience, and renewed enthusiasm to your team.

During my time away from traditional employment, I remained committed to personal and professional growth. I have [briefly describe any relevant volunteer work, freelance projects, courses, certifications, or soft skills developed], which have helped me stay current in [your industry/field] and further strengthened my ability to contribute productively.

Prior to my employment gap, I successfully [describe a relevant achievement or responsibility from your past roles], demonstrating my ability to [list skills or qualities valued in the open position]. My background in [your profession/field] has instilled in me a strong work ethic, adaptability, and a passion for delivering results.

I am drawn to [Company Name] because of your commitment to [mention something you admire about the company or its mission], and I am enthusiastic about the opportunity to contribute to your team. I am confident that my blend of skills, motivation, and fresh perspective will allow me to make a positive impact.

Thank you for considering my application. I welcome the opportunity to discuss how my background and readiness to return to work align with the needs of [Company Name]. I look forward to the possibility of an interview.

Sincerely,
[Your Name]