

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

[Recipient Name]
[Title/Position, if known]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am excited to submit my application for the [Position Title] role at [Company Name]. I am confident that my skills and experience align well with the requirements of this position, and I am eager to bring my dedication and expertise to your team.

As you may notice on my résumé, there is a gap in my work history over the past [time period; e.g., 18 months]. I chose to take this time to travel internationally, an experience that allowed me to immerse myself in new cultures, develop strong communication and problem-solving abilities, and gain a broader perspective on the world.

Throughout my travels, I honed valuable skills such as adaptability, independence, and cross-cultural understanding. Managing travel logistics enhanced my organizational abilities, while navigating new environments reinforced my creative thinking and resilience. These experiences have deepened my appreciation for teamwork, effective communication, and the importance of bringing diverse perspectives to any role.

I am now eager and committed to re-entering the workforce and believe my renewed energy, global awareness, and enhanced skill set would be an asset to your organization. I am enthusiastic about the opportunity to contribute to [Company Name] and am confident in my ability to quickly adapt and deliver positive results.

Thank you for considering my application. I look forward to the possibility of discussing how my background and unique experiences can benefit your team. Please do not hesitate to contact me at [phone number] or [email address] to schedule an interview.

Sincerely,
[Your Name]