

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

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

Dear [Recipient'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 solid background in [your professional field or relevant experience] and a strong desire to re-enter the workforce after a planned career break, I am confident in my ability to contribute effectively to your team.

During my career break, I took the opportunity to [briefly explain reason for career break, e.g., focus on family, pursue further education, or attend to personal development]. This time has allowed me to develop key transferable skills such as adaptability, time management, and resilience. Moreover, I have kept my professional knowledge current by [mention any professional development activities, online courses, volunteering, or freelance work relevant to the position].

Prior to my career break, I worked at [Previous Employer] as a [Previous Job Title], where I successfully [highlight a relevant achievement or responsibility]. My experience in [mention specific skills or industry], combined with my commitment to continuous learning and growth, makes me well-suited for the [Job Title] role at [Company Name].

I am enthusiastic about the opportunity to bring my strengths and dedication to your team, and I am eager to contribute to the ongoing success of [Company Name]. I am confident that my unique background and passion for [industry/field] will enable me to make a meaningful impact.

Thank you for considering my application. I welcome the opportunity to discuss my suitability for this position in more detail and look forward to your positive response.

Sincerely,  
[Your Name]