

Cover Letter Sample: Addressing an Employment Gap Due to Relocation

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Company Name] as advertised on [where you found the job posting]. With a background in [your field] and a demonstrated record of [highlight a relevant achievement or skill], I am confident in my ability to contribute positively to your team.

I would like to address a recent gap in my employment history. In [Month, Year], I made the decision to relocate from [Previous Location] to [New Location] due to [a brief, professional reason: e.g., family commitments, spouse's career opportunity]. During this period, I focused on settling into my new community and managing the logistics associated with relocation. While this break meant stepping away from the workforce temporarily, it also allowed me to further develop my organizational, adaptability, and problem-solving skills.

Having successfully completed my relocation, I am now eager and available to fully recommit to my career. My previous experiences in [your previous job/industry] have provided me with the transferable skills and professional drive that I am ready to bring to [Company Name]. I am especially drawn to your organization because of [mention specific reason related to the company/role], and I am enthusiastic about the opportunity to make meaningful contributions to your team.

Thank you for considering my application. I would welcome the opportunity to discuss how my background, qualifications, and enthusiasm align with the needs of your team. I look forward to the possibility of contributing to [Company Name] and am available at your earliest convenience for an interview.

Sincerely,
[Your Name]