COVERING LETTER SEVEN (CAREER BREAK COVERING LETTER)

Dear [title and surname of hiring manager],

I am writing to express my interest in the role of [job title or job reference number] as advertised on Totaljobs. As you can see from my attached CV, I have [time period] experience as a successful [job role].

I am looking to return to work after a career break while I [travelled/cared for a family member/studied/valid reason] and now wish to find the right job. With my work track record and recently updated skills, I believe I would bring the advertised requirements and more to this role.

In my previous employment I achieved a number of successes, including: [give an example such as: regular high customer satisfaction ratings/praise from my manager for my contribution to the team/a new window display that increased footfall.] During my time away from the workplace I have kept abreast of [sector/professional] developments through [home study/training/networking].

I am confident I have the attributes that [recruiting company] is looking for and would very much welcome the opportunity to discuss my application in person.

Yours sincerely,

Your name
Your phone number