

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile Link]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to formally submit my application for the [Job Title] position at [Company Name], as advertised on [Platform]. As a seasoned professional with [Number] years of experience in [Your Industry/Specialty], I am eager to re-enter the workforce and contribute my expertise to your team.

After taking a planned career break to [Briefly state reason, e.g., focus on family / pursue further education / personal sabbatical], I have remained engaged with industry trends through [mention any certifications, courses, or volunteer work]. This hiatus has provided me with a renewed perspective and the agility required to tackle complex challenges in today's evolving market.

My background includes a strong track record in:

- [Key Achievement or Skill 1]
- [Key Achievement or Skill 2]
- [Key Achievement or Skill 3]

I am particularly drawn to [Company Name] because of [mention a specific reason why you like the company]. I am confident that my previous leadership experience and technical proficiency make me an ideal candidate for this role.

Thank you for your time and for considering my application. I look forward to the opportunity to discuss how my skills and my readiness to return to professional life can benefit [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]