

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having recently completed a planned career hiatus to focus on [Reason for Hiatus, e.g., professional development/family/personal projects], I am now eager to return to the workforce and contribute my skills to your team.

During my time away, I have remained engaged with the industry by [Mention any courses, freelance work, or skills updated]. Prior to this break, I spent [Number] years at [Previous Company] where I specialized in [Key Skill 1] and [Key Skill 2]. I am confident that my previous experience combined with my refreshed perspective makes me a valuable candidate for this role.

I would welcome the opportunity to discuss how my background aligns with the goals of [Company Name] during a career consultation or formal interview. I am available to meet at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]