**CAREER BREAK COVER LETTER TEMPLATE**

When you’re applying for a job after taking a career break, a cover letter can really help position your employment gap and make all the difference as to whether you get an interview or not.

Ready to dive in?

Read my accompanying cover letter [blog post](https://www.emmawaltham.com/blog/career-break-cover-letter) and work through the steps which will show you how to make the most of the template.

Do you need more support in returning to work? If you’re ready to relaunch a successful, well-paid career on your terms, and are prepared to do the work required to get that perfect job that also works with family life, then get in touch today: [book](https://calendly.com/emmawaltham) a FREE discovery call with me to find out how I can help you.

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[Your Name]

[Your Address]

[Their Name]

[Their Organisation]

[Their Address]

[Date]

Dear [Name]

*Use the name of the person who’s responsible for recruiting here, otherwise Dear Sir/Madam*

Paragraph 1 – tell them which role you’re applying for and how you heard about it – did you see it advertised or did someone tell you about it?

*eg ‘I would like to apply for the position of Product Manager, which was advertised on GreatJobs.com. Please find my CV attached.’*

Paragraph 2 – summarise the relevant skills and experience you have that match what they’re looking for. Give an example of what you’ve achieved using your capabilities.

*eg ‘I would be an excellent fit for this role because I have the strong project management and interpersonal skills that you are looking for. In my previous role I successfully delivered a series of online education products, overseeing them from the planning stage through to completion.’*

Paragraph 3 – tell them why you think their organisation would suit you. What can you do for them that they have said they need?

*eg ‘I am attracted to working at EdProductsUK as your groundbreaking portfolio is at the forefront of the field. I am excited to bring my expertise in delivering successful courses to your organisation.’*

Paragraph 4 – explain why you’re enthusiastic about the particular role. What will it do for you? This is also a good time to refer to your career break. You’ve laid out your strengths and already got their attention. You don’t need to apologise for your break: just tell them how long your break has been and give a brief reason for it. Most importantly, explain how this role is a good return-to-work position for you.

*eg ‘I am enthusiastic about the role of Product Manager because it will enable me to apply my expertise to a wider range of course content and this is the right time in my career for me to make that step.*

*‘Over the last two years I have taken a career break to care for my children. I am now ready to return to work and take on this new challenge.’*

Paragraph 5 – say you’d like to discuss this further at interview and thank them for considering you.

*eg* ‘*I would be delighted to find out more about the position at interview. Thank you for your consideration.’*

Yours sincerely [If ‘Dear name’] or Yours faithfully [If ‘Dear Sir/Madam’]

Your signature

[Your Name]