[Your Name]

[Address]

[Hiring manager’s name]

[Hiring manager’s company name]

[Company address]

[Today’s Date]

[Name of Recipient]

Dear Mr/Mrs/Miss/Ms **[Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title],** currently being advertised on [place you viewed the advertisement] . Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over **[time period]** experience in the **[sector]** industry. In my previous role as a **[job title]** at **[employer name]**, I was responsible for **[Insert quantifiable and notable achievements - e.g. an x% increase in revenue]**, which when coupled with my enthusiasm and dedication **[insert skills relevant to the role – usually found in the job description]**, helped the business to **[measure of success]**.

In **[month/year you left the company]** I took some time out from my career to **[reason for career break]**. However, I have now **[reason why now is the right time to return]** and am ready and determined to resume my career and take up a new challenge.

During my professional break I have done my best to refresh my skills and keep up-to-date with the latest industry developments. Recently, I have **[volunteered/completed work experience/attended an event]**,which has really helped mere-acquaint myself with the sector.

I have also completed a great amount of independent study, in particular **[reading books such as X, Y & Z/completing X course/teaching myself X skill]**, allowing me to expand my knowledge of the subject beyond my previous work experience.

I am confident that this knowledge, coupled with my proven track-record of success in the industry, make me the perfect candidate to help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

[Your name]

[contact phone number]