[Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

[Date]

Dear [Hiring manager's name, or Hiring Manager],

I am applying for the [job title] role. I bring [number] years of [what you did, with scale] at [kind of employer], most recently [your strongest result, with a number].

[One factual sentence about the gap or history, ending on now, for example: I took two years away from work to care for a family member; that has ended, and I am returning to full-time work.] In that time I [anything relevant and recent: a course, freelance or volunteer work, dated].

[Why this employer and this role, attached to something specific in the posting, and what you would do in it.]

I would welcome the chance to talk about [the part of the role you would most like to discuss].

Sincerely,
[Your Name]