

# Letter Addressing Employment Gaps

Date: [Insert Date]

Hiring Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this letter finds you well. I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. I would like to take this opportunity to address a concern I believe is important for your consideration: the gaps in my employment history.

As a freelancer, I had the opportunity to work on various projects that honed my skills in [specific skills relevant to the job]. However, there were periods where I took breaks for personal development, [insert reason briefly, e.g., "to pursue additional training" or "to care for a family member"]. These experiences allowed me to gain unique insights that I believe would be beneficial to my role at [Company Name].

I have maintained a strong focus on [specific industry or skill related to the job], and during my time as a freelancer, I successfully managed multiple projects, which enhanced my time management and organizational skills. I am now eager to bring my diverse experiences to a full-time role and contribute to your team.

Thank you for considering my application. I am excited about the possibility of discussing how my background, skills, and enthusiasm for [the field/industry] align with the goals of [Company Name]. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]