

Letter Addressing Employment Gaps

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my interest in the [Position Title] at [Company's Name] and to address a concern that may arise regarding my employment history.

As a recent graduate from [Your University], I pursued my degree in [Your Major], which has equipped me with valuable skills in [mention relevant skills or knowledge]. Although my resume reflects a gap in employment, I would like to assure you that during this time, I was actively engaged in [explain activities such as internships, volunteer work, or personal projects relevant to the job].

This experience has allowed me to develop [mention any relevant skills or qualities] which I believe are beneficial for the [Position Title] role. I am confident that my academic background, combined with the skills I acquired during my time away from formal employment, makes me a strong candidate for this position.

I am very excited about the opportunity to contribute to [Company's Name] and am eager to bring my enthusiasm and skills to your team. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]