

Addressing Employment Gaps

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address a concern that potential employers may have regarding my employment history, particularly the gaps that appear during my transition to relocating to [New Area].

Following [reason for relocation, e.g., family obligations, personal growth, etc.], I took the opportunity to focus on [briefly explain productive activities during the gap, e.g., skill development, volunteering, freelancing]. This allowed me to not only contribute to my community but also enhance my professional skills, preparing me for my next career step.

I am eager to bring my experience in [your field/industry] to [Company Name] and am excited about the prospect of contributing to your team. I appreciate your understanding regarding my employment gap and would be happy to discuss it further during an interview.

Thank you for considering my application. I look forward to the opportunity to connect.

Sincerely,

[Your Name]