

**Your Name**

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

**Hiring Manager's Name**

Company's Name

Company's Address

Company's City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to address a gap in my employment history that may be apparent on my resume. From [Start Date] to [End Date], I dedicated my time to volunteering at [Organization/Community], where I had the incredible opportunity to contribute to [specific activities or projects].

During this period, I honed my skills in [skills developed] while working alongside diverse teams and engaging with the community. This experience not only reinforced my commitment to [relevant cause or community service] but also equipped me with valuable insights and skills that are directly applicable to the position I am applying for at [Company's Name].

I am eager to bring these experiences to your team and contribute positively to [Company's Name]. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]