**Covering letter – Returning to work example template**

Company/Employer name   
Address line 1  
Address line 2  
Post code

Date XX/XX/XXXX

Your name  
Your address line 1  
Your address line 2  
Post code  
  
Phone number:  
Email:

Dear Sir/Madam or name of employer,

(*Introduction - This is where you would explain the role you are applying for and where you found the job being advertised*) *e.g*  
I am writing to apply for the position of Retail Assistant which you have advertised on your website.

*(Introducing yourself – This is your opportunity to tell the employer key skills and qualities you have suitable to the role you are applying for. You should explain how you have gained these skills in previous job roles)*  
I have 4 years experience of working in retail previously and 2 years of working in an administrative role. Within retail my main responsibilities included working with customers, handling money, , keeping the shop floor tidy and monitoring stock control. As an administrative assistant my role was to work closely with the office manager, listen and follow instructions, communicate effectively with staff and stakeholders and work to deadlines.

*(Explaining the break in work – This is an opportunity to briefly explain any gaps in your work history. It is important to explain but also to emphasise on wanting to return to the work)*I recently took a break from work to raise my children, but feel that I am now ready to resume my career and focus on returning to the workplace.

*(Closing sentence – This is where you close your letter with a reminder of why you are the best candidate for the position) e.g.*I am confident that I have the skills, qualities and experience to become a valuable part of your team. I attach my CV/application for further information about myself.

Thank you for considering my application. I hope to hear from you soon.

Yours faithfully

(your name)