# Covering Letter Example Template –**Returning to Work**

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

Example date

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

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.) For example*  
I am writing to apply for your recently advertised post of Tour Guide, which I saw advertised on the Findajob website. Please see my attached CV, which sets out my skills and experience.

*(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.) For example*  
I have 12 years experience in retail, including 6 years as a product demonstrator. I provided live demonstrations to customers of food processors and other kitchen equipment for a department store. On one occasion, I increased the sales of an unpopular product by over 150 per cent by showing it to customers using my warm and friendly personality and detailed product knowledge.

I have excellent customer service skills, as demonstrated by my promotion from on-floor sales work to demonstrating products. I have since developed excellent training and presentation skills. Other skills include cash handling, planning and organising.

*(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 work.) For example*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/paragraph – This is where you close your letter with a reminder of why you are the best candidate for the position.) For example*I am confident that I have the skills, qualities and experience to become a valuable part of your team.

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

Yours faithfully *(if you started the letter with Dear Sir/Madam)*  
Yours sincerely *(if you are writing to somebody by name)*

*(Your full name)*