

career break

cover letter notes.



addressee

It's a good idea to research the name of the person conducting applications by scouring websites or even giving the company a phone call. If you can find a name, then address your cover letter personally, if this fails, a polite "Sir/Madam" will suffice.

opening paragraph

Keep your opening paragraph short and simple. State the name of the job you are applying for and where you saw it advertised.

2nd paragraph

Use the second paragraph to explain why you would be a good fit for the job. Focus on your strengths and how they match the job description, adding clear examples to back up and enforce what you've included in your CV. Don't comment on your career break just yet. Instead, grab the recruiter's attention with your achievements.

3rd paragraph

Now is the time to address your career break. Be sure to explain your reasons for taking time out of work, but remember to focus on why this job has enticed you back to employment. Recruiters may be worried that you are not ready to return to work, so this is your opportunity to allay those fears. Also, think carefully about how your time away from work has given you skills and knowledge that couldn't otherwise be acquired.

4th paragraph

Your fourth paragraph should explain what you can bring to the company and outline your career goals. Again, use concrete examples to illustrate your points.

5th paragraph

State again why you are interested in this position and why you are the right person for the job and the company.

closing paragraph

Always remember to thank the recruiter at the end of your cover letter. Don't try to hide your career break, but don't make it the focus of your application. Address it and try to turn it into a positive. The bulk of your cover letter (which should be between half page and a full page of A4) should focus on why you are the best person for the role.