

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile URL]  
[City, State, Zip]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having recently completed a planned period of parental leave, I am now intentionally pivoting my professional focus toward [New Industry/Field]-a transition fueled by [Specific Motivation or Relevant Coursework].

Prior to my leave, I spent [Number] years at [Previous Company/Industry] where I developed core competencies in [Skill 1], [Skill 2], and [Skill 3]. During my time away from the traditional workforce, I maintained my professional edge by [List specific activities: e.g., completing a certification, freelancing, or intensive self-study in the new field]. This period has provided me with a fresh perspective and a sharpened ability to manage complex priorities under pressure.

I am particularly drawn to [Company Name] because of [Specific reason you like the company]. I am eager to apply my transferable skills in [Transferable Skill, e.g., Project Management] to help your team achieve [Specific Goal mentioned in job description]. My unique background allows me to approach [New Career Path] challenges with a blend of seasoned professional experience and the dedicated energy of a career changer.

I have attached my resume for your review and look forward to the opportunity to discuss how my diverse background and new technical skills can contribute to [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]