

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Chief People Officer / Board Member]  
[Company Name]  
[Company Address]

Dear [Mr./Ms./Mx. Surname],

**Re: [Target Director Role Title]**

I am writing to express my strong interest in the [Position Name] role at [Company Name]. With over [Number] years of experience in [Industry/Functional Area], including a proven track record of [Key Achievement, e.g., scaling revenue by X% or leading global teams of X], I am eager to bring my strategic leadership to your organization.

As you may note from my resume, I recently took a [Duration, e.g., 12-month] intentional career break to [Brief Reason: e.g., manage a family transition / pursue executive education / undertake a period of personal growth]. Far from a period of stagnation, this time has allowed me to sharpen my perspective on [Relevant Industry Trend or Skill] and has left me fully energized and ready to tackle the complexities of a high-impact leadership role.

Prior to this break, I served as [Previous Director Title] at [Previous Company], where I:

- [Achievement 1: Quantifiable impact on P&L, operations, or strategy]
- [Achievement 2: Evidence of organizational transformation or culture building]
- [Achievement 3: Cross-functional leadership or board-level influence]

My hiatus has reinforced my commitment to [Company Name]'s mission of [Mention Company Goal]. I am looking to leverage my expertise in [Core Competency 1] and [Core Competency 2] to help your team achieve [Specific Goal mentioned in job description].

I welcome the opportunity to discuss how my background and renewed vision align with the strategic objectives of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]