

Finance Position After Employment Gap Letter

Subject: Application for Financial Controller Position

Dear Hiring Committee,

I am writing to apply for the Financial Controller position at [Company Name]. After taking a two-year career break to care for my aging parent, I am excited to return to the finance profession and contribute my extensive experience in financial management and reporting.

Prior to my career break, I spent twelve years in progressively responsible finance roles, most recently as Finance Manager at [Previous Company], where I oversaw all aspects of financial reporting, budgeting, and compliance for a \$75 million organization. My accomplishments include implementing internal controls that passed SOX compliance audits with zero findings and reducing month-end close time by five days.

During my time away, I maintained my professional certifications, completed online courses in updated GAAP standards and advanced financial modeling, and consulted on a volunteer basis for two nonprofit organizations to keep my skills current. This period also enhanced my time management abilities and gave me renewed perspective on work-life balance and efficiency.

I am now fully prepared to dedicate myself to a demanding finance role and bring the maturity, focus, and deep expertise that comes from years of professional experience combined with personal growth.

I would appreciate the opportunity to discuss how my qualifications and renewed energy can benefit [Company Name].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]

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