

Letter of Explanation Example: Long Work History Gap (Caregiving)

Stephanie Schoen
Talent Acquisition Specialist – Rennes Group
1500 Pepper Ave.
Wisconsin Rapids, WI 54494

Dear Ms. Schoen,

I am writing to express my interest in the Activity/Enrichment Aide position with Rennes Group in Wisconsin Rapids, a position I became aware of through a personal referral from a current employee at Rennes Group. While I am writing to discuss my skills, I will also briefly touch on the large gap in my formal work history and elaborate how the knowledge I gained during this time has strengthened my application for the Activity/Enrichment Aide position.

In February 2019, I made the decision to leave my position as a Customer Service Representative for Aspirus to raise my family on a full-time basis. My duties as a caregiver expanded during the COVID-19 pandemic when my mother was diagnosed with a long-term illness which eventually claimed her life in April 2024. In my role as a caregiver for young children, I developed the ability to establish and follow complex routines, communicate in a patient and open-minded manner, and solve problems with creativity and resourcefulness. These skills were invaluable as I engaged in lesson planning to help maintain my children's literacy and numeracy abilities in anticipation of returning to school after COVID.

The abilities I gained as an at-home caregiver for children served as an important basis for providing for my mother in her illness. As part of my mother's care, my duties included coordinating and scheduling appointments, monitoring medication and food intake, and collaborating with physicians and insurance providers to maximize her quality of life. As her designated Power of Attorney, I also became proficient with managing finances, controlling personal assets, and assisting with decisions like living arrangements and legal counsel. As a result, the execution of her estate has been smooth and efficient.

Although this five-year gap in my work history may seem concerning, I have accumulated a strong and competitive skillset which encompasses healthcare, childcare, education, and personal finance. Performing my best not only characterizes my approach to personal challenges, but this drive extends to my professional endeavors as well, something I recognize in Rennes Group's superior dedication to quality caregiving. Thank you for considering my application and letter, and I look forward to discussing my qualifications for the Activity/Enrichment Aide position in further detail.

Thank you,

Timothy James