

Letter of Explanation Example: Work History Gap & Poor Work History due to PH

Aspirus Hiring Team
Aspirus Health
2200 Westwood Dr.
Wausau, WI 54401

Dear Aspirus Hiring Team,

Please accept this letter of interest in the Certified Nursing Assistant position at Aspirus Tomahawk Hospital, a position I became aware of via Aspirus's website. I understand the recent gap in my work history may be a cause for concern, and this letter is meant to address the context of that gap as well as illustrate the steps I have taken to improve my situation and abilities.

In the summer of 2022, I was involved in a traumatic car accident which had a severe impact on my health and ability to perform my job duties. Because I was relatively new to my CNA position at that time, I was not eligible for short-term disability leave from my employer, and because I was hospitalized for two weeks following the accident, I missed a significant amount of work and was terminated. Although I gained another CNA position following the accident, I discovered lasting pain, mobility, and lifting issues which impacted my ability to perform those tasks. As a result, I was terminated from this position. After consulting with physicians, I decided to undergo surgery and extensive rehabilitation to manage these health problems with the goal of returning to caregiving, which is my passion area.

I completed a detailed and strict rehabilitation program focused on restoring my physical strength, improving my mobility, and using healthy methods to manage pain. During this time, I also worked privately with local families exploring hospice and assisted living options for family members. As part of that role, I created connections with multiple assisted living and skilled nursing facilities, learned about their services, and advocated for families new to the long-term care industry. In addition to the technical skills and compassionate approach I developed in previous CNA roles, I gained strong administrative skills, a greater knowledge of the long-term care industry, and familiarity with healthcare billing policies. After being medically approved to return to active caregiving, I am eager to use these skills in a new CNA opportunity with the long-term goal of becoming a Registered Nurse.

Despite the long gap in my work history and the two short-term positions preceding it, I have worked diligently to return to active caregiving and used my time to develop further relevant skills. I remain dedicated to my health as I continuously work to improve my mobility and strength so that I may continue caregiving for a long time. Thank you for considering my application and reviewing this letter, and I look forward to discussing my qualifications further in person.

Best Wishes,

Carrie Bergman