

Explaining Employment Termination

The playbook provides a strategic approach to addressing employment termination, such as being laid off or fired, in a cover letter. It focuses on maintaining professionalism while ensuring that the situation is explained in a way that does not detract from the applicant's potential.

Step 1: **Reflection**

Reflect on the circumstances of your termination to identify the most objective and constructive way to present the information. Acknowledge any personal growth or lessons learned from the experience.

Step 2: **Positive Spin**

Frame your employment termination positively. Emphasize any positive aspects such as skills acquired, experiences gained, or how the situation has prepared you for future opportunities.

Step 3: **Brevity**

Keep the explanation brief. Avoid going into unnecessary detail about the termination in the cover letter, as it can be discussed further during an interview if required.

Step 4: **Focus Change**

Redirect the focus to your qualifications and the value you can bring to the potential employer. Highlight relevant skills and experiences that align with the job you're applying for.

Step 5: **Professional Tone**

Maintain a professional tone throughout the cover letter. Refrain from expressing negative feelings or assigning blame for your termination.

Step 6: **Future Orientation**

Communicate a forward-thinking mindset. Express enthusiasm for new opportunities and a strong interest in contributing to the prospective employer's success.

Step 7: **Proofreading**

Carefully proofread your cover letter to ensure it conveys your message clearly and without error. Consider asking a trusted person to review it as well.

General Notes

Honesty

Always be honest about the circumstances surrounding your termination. Dishonesty can damage your credibility and professional relationships.

Legal Concerns

If your termination involves legal or contractual issues, consult with a legal professional to ensure you're not violating any agreements or sharing sensitive information inappropriately.

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