

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job posting]. I understand that my qualifications may appear to exceed the requirements for this role, and I would like to take a moment to clarify my situation.

With [number] years of experience in [your field or expertise], I have acquired skills and knowledge that I believe can significantly contribute to your team's success. However, my decision to apply for this position stems from a genuine desire to [reason for applying, e.g., transition into a different area, work-life balance, etc.]. I am excited about the opportunity to bring my expertise to [Company's Name] and to support the team in achieving its goals.

I am particularly drawn to [specific aspect of the company or role], and I am eager to leverage my background while also being an integral part of your organization. I am committed to fostering a collaborative environment and contributing positively to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience aligns with the needs of your team.

Sincerely,

[Your Name]