

Job Application for [Position Name]

[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 am writing to express my interest in the [Position Name] at [Company's Name] as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and a passion for [specific interests related to the job], I believe I am a strong candidate for this role.

I would like to address an employment gap in my work history from [Start Date] to [End Date]. During this time, I dedicated myself to skill development, including [specific skills, certifications, or training programs]. This period allowed me to enhance my capabilities and gain insights into [relevant knowledge or experience].

I am excited about the opportunity to apply my newly acquired skills and experiences at [Company's Name] and contribute positively to your team. Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,

[Your Name]