

# Job Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**Dear [Hiring Manager's Name],**

I am writing to apply for the [Job Title] position at [Company's Name], as advertised [where you found the job posting]. I am excited about the opportunity to contribute to your team with my skills and experience.

In reviewing my resume, you may notice a gap in my employment history from [Start Date] to [End Date]. During this period, I made the decision to pursue [describe educational program, degree, or training] to advance my professional capabilities and knowledge in [specific field]. This experience has broadened my skillset and prepared me for the challenges of the [Job Title] role.

I am now fully equipped and eager to bring my enhanced skills to [Company's Name], and I sincerely appreciate your understanding regarding my employment gap.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Name]