

# Letter of Explanation for Overqualification

[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 address a potential concern regarding my application for the [Position Title] at [Company's Name]. I understand that my qualifications may suggest I am overqualified for this role.

While I acknowledge my extensive experience and education, I want to assure you that my interest in this position is genuine and stems from my desire to contribute to [Company's Name] and grow within a collaborative environment. I believe my background can bring valuable insights and perspectives to the team.

I am seeking a position where I can leverage my skills while also focusing on a supportive work-life balance. I am truly excited about the opportunity to work with [Company's Name] and am committed to making a positive impact in this role.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]