

# Job Application

Your Name  
Your Address  
City, State, Zip Code  
Your Email  
Your Phone Number

Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. While I recognize that my qualifications may not entirely match the job description, I am eager to demonstrate my determination and the unique perspectives I can bring to your team.

Despite [briefly mention the gap, e.g., "having less experience in X,"], I have developed strong [mention relevant skills or experiences] that I believe can contribute positively to your organization. My [mention any relevant experience or transferable skills], coupled with my willingness to learn and adapt, positions me as a strong candidate for this role.

I am particularly drawn to [Company Name] because of [mention something specific about the company, e.g., its values, mission, or projects]. I am motivated by the opportunity to [mention what you hope to achieve or contribute], and I am committed to overcoming any challenges that may arise.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and determination can benefit [Company Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Sincerely,  
Your Name