

# Job Application for [Job Title]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position as advertised on [Where You Found the Job Posting]. With a background in [Your Industry/Field] and a strong passion for [Company's Mission or Values], I believe I would be a valuable addition to your team.

In reviewing my resume, you may notice a gap in my employment history from [start date] to [end date]. During this time, I faced personal circumstances that required my full attention. However, this period allowed me to reflect on my career and develop skills that I believe will benefit [Company's Name]. I have taken [mention any courses, volunteering, or skill development activities] during this time to ensure I remain updated with industry trends.

I am now eager to bring my expertise in [Your Skills/Experience] back into a professional environment where I can contribute positively to your team. I am particularly drawn to [specific aspect of the company or its projects that attracts you] and look forward to the possibility of discussing how my background, skills, and enthusiasm can align with the goals of [Company's Name].

Thank you for considering my application. I hope to discuss my application further and look forward to the opportunity of interviewing with you.

Sincerely,

[Your Name]