

[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 recently reviewed the job listing for [Job Title] at [Company's Name] and I would like to express my interest in the position, despite recognizing that some of my skills may not align perfectly with your expectations.

While my background in [Your Field/Industry] includes substantial experience in [Relevant Experience or Skills], I understand that the role requires proficiency in [Specific Skill or Experience] which I am currently developing. I am committed to bridging this gap through [Training, Courses, Self-study, etc.].

I am particularly excited about the opportunity at [Company's Name] because [Reason for Interest in Company/Position]. I believe my unique skills in [Highlight Your Strong Skills] could contribute positively to your team.

I appreciate your consideration and hope to discuss how my background and aspirations align with the goals of [Company's Name]. Thank you for your time.

Sincerely,

[Your Name]