

Job Application for [Position Name]

[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 am writing to express my interest in the [Position Name] at [Company's Name] as advertised [where you found the job listing]. I am particularly drawn to this opportunity because [briefly explain your interest in the role and company].

As [a brief summary of your relevant experience], I am confident in my ability to contribute positively to your team.

Regarding the holiday employment expectations, I would like to clarify my availability. I am available to work from [start date] to [end date] and am flexible with shifts. Additionally, I am open to discussing any specific scheduling needs you may have during the holiday period.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]