

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 on [where you found the job listing]. With my background in [Your Field/Industry], I believe I am a strong candidate for this role.

As I would like to ensure a smooth transition into the role, I want to discuss my availability regarding holiday time-off requests. I have planned [specific holiday dates] for personal commitments. I hope to align these dates with your scheduling process and am willing to discuss how my responsibilities will be managed during that period.

I am very enthusiastic about the opportunity to contribute to your team at [Company's Name]. I look forward to discussing my application further and am happy to accommodate a conversation regarding my availability.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]