

Job Application for [Position Title]

[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 Title] position advertised on [where you found the job listing]. I am excited about the opportunity to contribute to [Company's Name] with my skills and experience.

As I review the job requirements, I wanted to clarify my flexibility regarding shift preferences. I am open to [mention any specific shifts you are available for, e.g., day, evening, or night shifts], and I am willing to adjust my schedule to accommodate the needs of the team. I understand that flexibility is crucial in this role, and I am committed to working with you to ensure a schedule that works for both the company and myself.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications and how I can contribute to the team at [Company's Name].

Sincerely,

[Your Name]