

# Job Application Workload Arrangement

Date: [Insert Date]

To,

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to discuss the workload arrangement for my upcoming job application process for the [Job Title] position at [Company's Name].

Given the importance of this opportunity, I would like to outline my proposed schedule to ensure that I can manage my current responsibilities effectively while dedicating adequate time for the application process:

- **Week 1:** Review job requirements and customize my resume and cover letter.
- **Week 2:** Prepare for potential interviews by conducting mock interviews and studying the company.
- **Week 3:** Finalize all application materials and submit the application.
- **Week 4:** Follow up on application status and continue interview preparations.

Please let me know if this arrangement works for the hiring timeline and if there are any additional steps you recommend.

Thank you for your consideration. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]