

Application for Short-Term Job Opening

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 short-term job opening at [Company's Name] as advertised on [where you found the job listing]. With my skills and experiences, I am confident in my ability to contribute effectively to your team in this role.

I have [briefly mention relevant experience or skills] which I believe make me a strong candidate for this position. I am eager to bring my expertise in [specific relevant skills] to [Company's Name] and help achieve [mention any goals or projects of the company].

I am available for work starting [your availability]. I would love the opportunity to discuss how I can contribute to your team during this short-term period.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

Your Name