

[Your Full Name]  
[Your Address]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

**RE: [Job Title] Application - [Your Name]**

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. With a background characterized by diverse responsibilities and high-level multitasking, I bring a unique perspective shaped by simultaneous professional engagements.

As you will note in my resume, my career history includes periods of overlapping professional experience. During the period between [Start Date] and [End Date], I concurrently held roles at both [Company A] and [Company B].

**[Role A] at [Company A]:** [Briefly describe primary focus and key achievement].

**[Role B] at [Company B]:** [Briefly describe how this role complemented the first or provided a different skill set].

Managing these commitments simultaneously allowed me to develop exceptional time-management skills and the ability to pivot between different organizational cultures and objectives. This overlap was a deliberate choice to [Reason: e.g., transition industries / pursue a specialized project / expand technical breadth], ensuring that I provided full value to both organizations without compromising quality or deadlines.

I am eager to bring this same level of energy, efficiency, and multifaceted expertise to the [Job Title] role at [Company Name]. I am confident that my ability to handle complex, concurrent priorities will be an asset to your team.

Thank you for your time and consideration. I look forward to discussing how my background aligns with the needs of [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]