

Your Name  
Your Address  
City, State ZIP Code  
Email Address  
Phone Number  
Date

Hiring Manager  
Company Name  
Company Address  
City, State ZIP Code

Dear Hiring Manager,

I am writing to express my interest in the remote position with variable hours at **[Company Name]** as advertised. With a proven background in remote work and a flexible approach to scheduling, I am confident in my ability to successfully contribute to your team.

Throughout my career, I have demonstrated strong self-discipline and time management skills, consistently delivering high-quality results while working independently from various locations. My experience with remote collaboration tools and asynchronous communication has enabled me to excel in dynamic work environments where priorities and hours can shift rapidly.

I am adept at adapting my schedule to accommodate business needs, including adjusting to different time zones, fluctuating workloads, and tight deadlines. My proactive communication style and commitment to maintaining transparency ensure that expectations are aligned, and tasks are completed on time.

I thrive in environments that require adaptability, initiative, and the ability to manage one's workload with minimal supervision. My background in **[relevant skill or industry]** equips me with the skills necessary to remain productive regardless of when or where I am working.

I am excited about the opportunity to bring my flexible work ethic and dedication to **[Company Name]**. Thank you for considering my application. I look forward to discussing how my strengths align with the needs of your team.

Sincerely,  
Your Name