
Sample Letter of Interest for a Job

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [specific position name or department] at [Company Name], as advertised or as I learned through [reference/source]. With a comprehensive background in [your profession or area of expertise], I am eager to bring my skills and experiences to your team, contributing to the continued success and growth of your organization.

Throughout my career, I have demonstrated a proven ability to [mention one or two key achievements or skills]. For instance, [briefly describe a relevant accomplishment or project and its impact]. My professional background has endowed me with a multifaceted skill set, including [list key skills relevant to the job or company], which I believe align perfectly with the goals of [Company Name].

I am particularly drawn to [Company Name] because of [mention something you admire about the company, its products, culture, or values]. I am enthusiastic about the

opportunity to contribute to [specific project, department, product, or another area of interest], bringing fresh ideas and a dedication to excellence that will foster [Company Name]'s objectives and initiatives.

Enclosed is my resume, which provides further detail about my professional achievements. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can be in line with the needs of your team. I am looking forward to the possibility of contributing to [Company Name] and am available at your convenience for an interview.

Thank you for considering my application. I am eager to learn more about the opportunities at [Company Name] and share how I can contribute to your team. Please feel free to contact me at [your phone number] or [your email address].

Warmest regards,

[Your Name]