

Short Simple Letter of Interest

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to express my interest in [specific position, department, or area of work] at [Company Name]. With a background in [your field or area of expertise], I am eager to bring my skills and passion to your team.

I admire [Company Name] for its [mention what you admire about the company], and I believe my experience with [mention a relevant skill or project] would make a valuable contribution to your [specific project, team, or goal].

I would welcome the opportunity to discuss how my qualifications can meet the needs of [Company Name] and contribute to its success. Please find my resume attached for more information on my background.

Thank you for considering my letter of interest. I look forward to the possibility of discussing this exciting opportunity with you.

Best regards,

[Your Name]