

# Letter of Interest for a Job

**From:** \_\_\_\_\_

Applicant's Name

\_\_\_\_\_

\_\_\_\_\_

Applicant's Address

\_\_\_\_\_

City, State, ZIP Code

\_\_\_\_\_

Date

**To:** \_\_\_\_\_

Company Representative's Name

\_\_\_\_\_

\_\_\_\_\_

Company Representative's Address

\_\_\_\_\_

City, State, ZIP Code

**Re:** [Purpose of the Letter of Interest]

**To Whom It May Concern,**

I am writing to apply for the [Job Position] advertised in [Location]. As requested, I have enclosed a [Job Application, Resume, References, etc.]

This role is very appealing to me as I believe my work experience and my education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include the following:

- \_\_\_\_\_;
- \_\_\_\_\_;
- \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Further details on your education and relevant work experience

Please see my resume for further information on my work and education experience.

I can be reached anytime via cell phone [Phone Number] or by email at [Email].

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

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Applicant's Name

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Applicant's Signature