**LETTER OF INTEREST**

**[Your Name]**

**[Job title]**

**[Telephone number]**

**[Email address]**

**[Website]**

**[Date]**

Dear **[Mr./Ms./Mrs.] [Hiring Manager’s Name]**,

After recently reading an **[specify]** article about **[company name’s]** successes in the field of **[specify]**, I felt motivated to send a formal letter of interest for a job opportunity in the **[specify]** department. With over three years’ experience working in a fast-paced and advanced **[specify]** team, I believe my wide set of skills may greatly benefit your growing **[specify]** department.

I am a hard-working, motivated, and deadline-driven professional with excellent **[skill 1]**, **[skill 2]**, and **[skill 3]** skills. I currently hold a **[type of qualification]** in **[specify]** from the **[university/college name]** and a certificate in **[specify]**. Over the years, I’ve worked hard to hone my expertise and build my knowledge of the **[specify]** industry, earning me recognition in **[year]** when I **[add a career achievement]**.

I would appreciate an opportunity to present my resume and cover letter or meet for an informational interview. I am available for weekday interviews, both telephonically and in-person. Thank you for taking the time to consider my sincere interest in working for your business and I look forward to speaking to you.

Kind regards,

**[Your name]**