

Letter of Interest for a Job

From: _____
Applicant's Name

To: _____
Company Representative's Name

Applicant's Address

Company Representative's Address

City, State, ZIP Code

City, State, ZIP Code

Date

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,

Applicant's Name

Applicant's Signature