**Letter of Interest Template:**

### 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**]