

# Letter of Interest

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Department Name]  
[Company/University Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Head of Department position as advertised [insert where you found the job posting]. With my comprehensive experience in [your field/area of expertise], I am excited about the opportunity to contribute to [Department Name] at [Company/University Name].

In my current role as [Your Current Job Title] at [Current Company/University], I have successfully [mention any relevant achievements or responsibilities]. This experience has equipped me with the necessary skills to lead a team effectively and align departmental goals with institutional objectives.

I am particularly drawn to this position because [mention any specific reasons related to the department or institution]. I am confident that my leadership skills and strategic vision will facilitate positive outcomes for the department and foster an environment of collaboration and growth.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Department Name]. Please feel free to contact me at your convenience to schedule a meeting.

Sincerely,  
[Your Name]