

Letter of Interest in Potential Employment

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in potential employment opportunities at [Company Name]. With my background in [Your Field/Industry] and my passion for [Relevant Interests], I believe I would be a valuable addition to your team.

During my time at [Previous Company/Experience], I successfully [mention a relevant achievement or duty], which honed my skills in [Relevant Skills]. I am particularly drawn to [Company Name] because of [something specific about the company or its projects].

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my letter of interest. I look forward to the possibility of contributing to [Company Name] and hope to speak with you soon.

Sincerely,
[Your Name]