

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. I am eager to participate in the interview process to discuss how my skills and experience align with the goals of your team.

With a background in [Your Field/Expertise], and experience in [Briefly mention relevant experience], I believe I could contribute effectively to [Company's Name]. I am particularly drawn to this opportunity because [Mention a reason related to the company or position].

Please let me know a convenient time for you to meet. I look forward to the opportunity to discuss my application in further detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]