

Letter of Interest

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Title

Organization Name

Organization Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in potential employment opportunities within [Organization Name]. With a background in [Your Field/Area of Expertise], I am passionate about contributing to the public service sector and making a positive impact in our community.

Throughout my career, I have developed [mention relevant experiences, skills, or achievements], which I believe align well with the mission of [Organization Name]. I am particularly impressed by [specific project or goal of the organization], and I would be eager to help further its objectives.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to your team. Thank you for considering my letter of interest. I look forward to the possibility of connecting.

Sincerely,

Your Name