

Letter of Interest

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Assistant Director position at [Company/Organization Name] as advertised [where you found the job posting]. With my extensive experience in [your field/industry] and a passion for [specific interest related to the position], I am confident in my ability to contribute effectively to your team.

Throughout my career, I have demonstrated [mention specific skills or experiences relevant to the position]. My role at [Your Previous Company] enabled me to [describe a relevant accomplishment or responsibility], which I believe aligns well with the goals of [Company/Organization Name].

I am particularly drawn to this position because [mention any specific reasons related to the company or role]. I admire [Company/Organization Name]'s commitment to [specific value or goal], and I am eager to bring my skills in [your relevant skills] to your esteemed team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the success of [Company/Organization Name].

Sincerely,

[Your Name]