INTEREST LETTER OUTLINE

(Interest letters are used to express interest, there is NO job posting but the company is interesting to you)

Date

(Use individual's name – If unknown, Organization name is fine)
Employer's Address
Street, etc.
City, State and Zip Code

Dear Name:   OR  To Whom it May Concern:

First Paragraph. State the reason why you are writing. Explain the type of work you are interested in and indicate how you learned about the employer and/or the specific opening.

Second Paragraph. Be specific about why you are interested in the organization. Briefly summarize some of your strongest qualifications. Remember to consider this from an employer's point of view. Explain what you have to offer the employer!

Closing Paragraph(s). Invite a response by asking a question about the organization. Declare your interest in the possibility to meet/chat by phone to discuss the organization. Refer the reader to the resume you are enclosing. Indicate that you will follow-up within a certain period of time.

Sincerely,

Your Name
Address
Address
Telephone
Email