

LETTER OF INTEREST FOR EMPLOYMENT

Applicant Name: _____ Position Applied For: _____

Applicant Contact Information:

Address: _____

Phone Number: _____

Email Address: _____

Recipient Information:

Company Name: _____

Hiring Manager / Department: _____

Company Address: _____

Letter Body:

Dear Hiring Manager, I am writing to express my sincere interest in the position referenced above, as advertised by your esteemed company. With a strong dedication to professional excellence and a proven track record of relevant skills and experience, I am confident in my ability to contribute meaningfully to your team's success. Throughout my career, I have demonstrated a commitment to continuous learning and the ability to adapt to new challenges successfully. I bring to the position a combination of technical expertise, strong work ethic, and excellent interpersonal skills, which I believe align closely with the values and goals of your organization. I am eager to bring my talents and enthusiasm to your company and am committed to contributing positively to its objectives. Please find my resume attached for your review. I would welcome the opportunity to discuss how my experience and skills can meet the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing my qualifications further and exploring how I can contribute to your company's continued success. Sincerely,

Applicant Signature: _____

Printed Name: _____

Date: _____

Acknowledgment:

By signing above, the applicant affirms that all information provided in this letter and any accompanying documents is true and accurate to the best of their knowledge. The applicant understands that falsification of information may result in disqualification from employment or termination if already employed. This letter does not constitute a contract of employment. Employment with the company is at-will and may be terminated by either party at any time, with or without cause or notice.

Equal Opportunity Employer Statement:

The company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status in accordance with applicable federal,

state, and local laws.

Confidentiality Notice:

The information contained in this letter and any attachments is confidential and intended solely for the use of the recipient. Unauthorized review, use, disclosure, or distribution is prohibited.

Legal Compliance:

This letter and any employment relationship arising from it shall be governed by and construed in accordance with the laws of the United States and the applicable state laws, without regard to conflict of law principles.

Thank you for your time and consideration.

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