

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