

Sample Letter of Interest / Prospecting Letter

A letter of interest, also known as a prospecting letter or inquiry letter, is sent to prospective employers that may be hiring, but, haven't listed a specific job opening to apply for. Your letter should contain information on why the company interests you and why your skills and experience would be an asset to the company. Also provide information on how you will follow-up and where you can be reached.

Sample Letter of Interest / Prospecting Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Job Title
Company
Street
City, State Zip

Dear Mr./Ms. LastName,

I read about Company X's retail management training program in *College Graduate Magazine* and I would like to inquire about the possibility of openings.

I am interested in a career in retail management and am planning to relocate to the New York City area in the near future. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor of Science degree in Management and Business, as well as retail experience as a Sales Associate and Key Holder. In addition, I completed two internships focusing on retail management.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Your Signature

Your Typed Name