

Letter of Interest PDF

Name: _____

Date: _____

Please answer the following questions:

A. Highest Level of Education (check which level of education you have completed):

- Grade 10 Grade 11 Grade 12 Some College
 Some University

B. Why are you interested in taking the N'Swakamok Native Friendship Centre's Job Readiness Program? Please describe why you are interested in this program and how you believe it will help you with your future.

C. How will you apply the information in this program to your future career?

D. How did you hear about this program?

E. Please provide your contact information (email, phone number, mailing address):

Letter of Interest Example Template

Name

Address

Dear XYZ,

It has recently come to my attention that Jacqueline K. Cornett will be vacating her current position at the end of the month. While it is sad to see her go, I am interested in filling the post he occupied.

I have been working for Brewer Retail for quite a while now, and I feel that I would be a perfect fit to move into his job and take over his responsibilities. I know there must be many other people in this office that are inquiring about this position, but I truly feel that I am more qualified than any of them are. When the time to choose his successor comes, would you please keep me in mind? There is nothing I would love more than progress further up the ladder at B Brewer Retail.

Thankfully,
ABC

Formal Letter of Interest Template

Your Name
Your Address
Your City, State, Zip Code

Date

Name of Company Representative
Job Role or Position
Name of Company
Address of Company
City, State, Zip Code

Dear [Name of Company Representative],

This letter is meant to serve as written form in reference to our conversation dated [date of conversation]. You mentioned that you were looking for [name of product or service] which, to my delight, is what we are in business for.

Our [products or services] are top of the line and guarantee high quality and satisfaction. You will not find anywhere else with better prices than us. I have attached all the information needed on the [products or services] we have discussed. Should you have more inquiries on other [products or services] just let me know so I can go ahead and send you pricing and delivery as well.

Sincerely,
Your Name and Signature