

Letter of Intent for Employment

Name

Address

City State, Zip Code

Email Address

Phone Number

Date

Name of Contact

Position

Name of Company

Street Address

City, State, Zip Code

Dear [Name of Addressee];

This letter is to inform you that I am applying for the position of [position you are applying for] at [name of company]. I recently found your listing on [source of job listing], and I intend to fill the vacant post.

I earned my degree in [Bachelor's Degree] from [University graduated from]. Currently, I am employed as a [current position] at [name of current company] and I believe that I am equipped with skills and experiences that I have gained in my position.

[Include relevant data, including previous experiences as you see fit]

Please take a look at my resume for a more in-depth view of my work experience. I hope that you will find that I make a great addition to your team. Please do not hesitate to contact me via email at [email address] or via phone [phone number]. I am usually available [include days or hours if applicable].

Thank you considering me for this position. I look forward to speaking with you.

Sincerely,

[Your name and signature]