

Name: _____

Address: _____

Email: _____

Telephone: _____

Personal Website: _____

Letter of Intent for Employment

Dear Mr./Mrs. Human Resources Manager,

My name is _____ and I am writing in regards to the career opportunity at _____. I am highly interested in the current _____ opening and I am confident that my background and expertise recommend me as the right fit for the position.

Firstly, I have been working in the field of _____ for _____ years. I started my career as a _____ and have also gained professional experience as a _____ and _____. Prior to my work, I completed my studies at _____, graduating with a major in _____.

Secondly, I have encountered several challenges in my previous jobs that have helped me develop my skills. One time, _____

Afterwards, _____

Last but not least, I wanted to express my sincere admiration for your company and all of the milestones you have succeeded in reaching. I sincerely believe that my experience and know-how will be of great use in achieving the next goals for the company.

Thank you for considering my application; I highly look forward to your response!

With gratitude,
