**Elements of a Letter of Interest**

A letter of interest can be a way to introduce yourself and express an interest in the possibility of future employment with a company. This can be helpful if you are starting a job search; if the company is new to the market; or, if you've relocated to the area and you don't feel in touch with the job market. Although a letter of interest should include a lot of the same information as a traditional cover letter, the opening is slightly different. When outlining your areas of interest, qualifications and credentials, your opening will be slightly different.

**Example:**

*Having just relocated to the area with my wife, I started my job search and am interested in a role in finance/accounting. I have my MBA from Anytown University, plus five years of experience working as the accounts payable manager for a Fortune 500 company.*

*As a long-time fan of XYZ Co., I wanted to introduce myself and to let you know if you ever need a warehouse supervisor or shift manager, I would appreciate being considered for the job. I have significant experience, a proven track record, and am available to work any shift necessary.*

*Recently, I read that you will be expending operations into the southern region of the city, and I would like learn more about your staffing needs at the new center. I have 10 years experience in cyber-security data management, and given the nature of the industry, feel my skills and experience could be of value.*