

Sample - Letter of Interest

100 Wildcat Lane
Minneapolis, MN 55454
March 24, 2007



Heather Finch
Director, Human Resources
1331 South Boulevard
Chipley, Fl 32428

Dear Mrs. Finch:

Please consider me for the _____ position as advertised on
_____.

You will see listed on the enclosed resume, my background in software is extensive. I am knowledgeable in many types of spreadsheet and database applications. I also have several years of clerical experience which has given me the opportunity to develop good customer relations and communication skills. My previous experience has taught me how hard work, dedication and perseverance can help when completing a task or project.

As your employee, I will welcome hard work, be willing to learn new skills, be mindful of details and stay on top of the latest software. I pride myself on my dependability and ability to work well with others.

I would appreciate an opportunity to work with Washington County Board of County Commissioners. Please call me at (XXX) XXX-XXXX to arrange an interview at your convenience. Thank you for your time and consideration.

Sincerely,

Jill D. Doe