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Open

Letter of interest template job application

Attachment 1

Letter of Interest Example

Date

U.S. Department of Energy
Office of Energy Efficiency and Renewable Energy
Energy Management Program

To Whom It May Concern:
Agency is interested in pursuing with the Federal Energy Management Program in developing a Project Title at the Site/Title in City/State. Agency is committed to

Developing a Project Title at the Site/Title in City/State. Agency is requesting Detailed Request. In support of this effort,

we will be the following staff available to assistance:

Building Manager

Energy Program Manager

Program Team Manager

Engineer

If you have questions, please call me at XXX-XXXX.

1225 Hampton Boulevard

Mobile, AL 36607

Today's Date

Mr. Divine C. Stand

Manager of Energy Resources

Atlantic Coast Industries, Inc.

2000 Atlantic Avenue, Suite 2000

Danville, VA 24541

Dear Ms. Stand:

I am applying for the position of Systems Analyst which was advertised on March 12 with the placement service at Old Dominion University. The position seemed to fit very well with my education.

Your position requires experience in computer systems, financial applications software, and end-use computing. I have had extensive experience in working with various types of personal computers, workstations, and mainframe computers as well as with a variety of software programs and applications. My particular strength is in the area of financial applications. I am also experienced in the use of word processing software for systems and give me valuable experience to complete computer operations. Additionally, I understand the importance of maintaining a positive attitude and being able to work effectively under pressure to perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Atlantic Coast Industries. You can find an enclosed resume and a copy of my recommendations to me.

Would you please consider my request for a personal interview to discuss further my qualifications for this position? If you would like to discuss this position with me over the telephone, please call me at (404) 555-1234. If you prefer to receive a written response, please leave a message on my answering machine and I will return your call within a day.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Lisa Watson

Nursing Letter of Interest (Sample)

Florence Nightingale
516 Harvard Drive SE
Rio Rancho, NM 92571
(505) 383-3333
florence@email.com

November 11, 2016

Mr. Sylvester Hannibal
Director Nursing
Nashville Healthcare
831 Clear Creek PI NE
Rio Rancho, NM 87101

Dear Mr. Hannibal:

As a patient focused and energetic Registered Nurse, I would like to be considered for a potential nursing position with Nashville Healthcare. With 9+ years' progressive nursing experience, I am confident that I will be a positive addition to your healthcare staff.

As you will note on my enclosed resume, I have demonstrated competencies in assessment, treatment and care for the new born to the geriatric patients. I have had the opportunity to work on different levels of nursing during my long career. Moreover, I have current BLS and ACLS certification and possess both long term acute and rehabilitation experience which makes me a good contender for various nursing positions. Furthermore, I have the capability to assess the need for spiritual care and moral support since I have worked in a hospice as well.

I am very interested in meeting with you to further discuss my credentials and the corresponding benefits that I could offer to your hospital. My resume is enclosed with this letter which will provide you with comprehensive information about my skills, experience and education.

Thank you for your kind consideration.

Sincerely yours,

Florence Nightingale

Florence Nightingale

Enc. Resume

Garden Magazine

1225 Crispin Street

New Orleans, LA 70116

Editor

800 Magazine

New Orleans, LA 70116

Dear Mr. Publisher:

I'm writing to express my interest in the newly available assistant editor position.

I am currently employed by a local magazine and am considering this position because it would be a great opportunity to further my professional development. I'm interested in taking on one of the following roles:

1. Head of editorial department

2. Head of marketing department

3. Head of advertising department

4. Head of circulation department

5. Head of production department

6. Head of sales department

7. Head of customer service department

8. Head of editorial department

9. Head of advertising department

10. Head of circulation department

11. Head of production department

12. Head of sales department

13. Head of customer service department

14. Head of editorial department

15. Head of advertising department

16. Head of circulation department

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128. Head of editorial department

129. Head of advertising department

130. Head of circulation department

131. Head of production department

132. Head of sales department

133. Head of customer service department

134. Head of editorial department

without signing up for an open position. 2. I live and breathe coffee, and I absolutely love cloud clearwater. at my last position as a barista for the café in the sea of retail, I improve our café swirl signature in a record two weeks . Doing search online or asking around your network can help you learn about the hiring of stakeholders who can be responsible à € à €

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