

## Sample Letter of Interest / Prospecting Letter

A letter of interest, also known as a prospecting letter or inquiry letter, is sent to prospective employers that may be hiring, but, haven't listed a specific job opening to apply for. Your letter should contain information on why the company interests you and why your skills and experience would be an asset to the company. Also provide information on how you will follow-up and where you can be reached.

### Sample Letter of Interest / Prospecting Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear Mr./Ms. LastName,

I read about Company X's retail management training program in *College Graduate Magazine* and I would like to inquire about the possibility of openings.

I am interested in a career in retail management and am planning to relocate to the New York City area in the near future. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor of Science degree in Management and Business, as well as retail experience as a Sales Associate and Key Holder. In addition, I completed two internships focusing on retail management.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

*Your Signature*

Your Typed Name

## PROSPECTING LETTER SAMPLE

Your Name  
Street Address  
City, State, Zip

Date of writing

Name  
Title  
Company  
Street Address  
City, State, Zip

Dear Mr./Ms.:

Union Carbide's extensive list of products and wide range of sales offices are attractive to me as I seek a position in the area of technical sales. My background encompasses both technical and sales abilities.

You will notice in my resume that I worked as a summer intern for the city of Philadelphia and assisted a city engineer in the field of wastewater treatment. The UNOX System that you have developed is a method with which I am familiar, both from an experiential and a research capacity. In my summer job, the process we used involved utilizing oxygen gas in the wastewater treatment process. For various course projects, I had the opportunity to conduct in-depth research on a filtering process that supports wastewater treatment.

As a supplement to my technical skills, I have developed capabilities in the field of sales. My position with the ACME Sales Company netted a \$20,000 profit this past summer and the honor of being named Number 1 Salesperson in Cuyahoga County, Ohio. In addition, I was privileged to be the co-author, with my marketing professor, of an article entitled "The Art of The Sales Deal." This combination of practical and research experiences can be applied to the distribution of the growing number of consumer products of Union Carbide.

I would welcome the opportunity to review my qualifications and background in greater detail and will call you next week about the possibility of such a meeting. I plan on being in South Charleston the week of (date) and hope we can arrange a meeting at your convenience during this period.

Thank you for your attention.

Sincerely,  
(Handwritten sig.)  
Your name, typed