**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]   
[Phone Number]  
[Date]

**[Recipient’s Name]**  
[Recipient’s Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject:** Letter of Interest – [Position or Department, if applicable]

Dear [Recipient’s Name],

I am writing to express my genuine interest in joining **[Company Name]** and contributing to its continued success. While I understand that there may not be any current openings advertised, I have long admired your organization’s [mention a specific value, achievement, or area of expertise related to the company], and I believe my skills, experience, and dedication align closely with your mission and values.

With [number] years of experience in [your field/industry], I have developed expertise in [key skills or areas of specialization], along with a proven ability to [highlight a measurable achievement or core competency]. My background includes [brief summary of relevant work, accomplishments, or leadership experience], and I am confident that my proactive approach and strong work ethic would be an asset to your team.

I am particularly drawn to **[Company Name]** because of [specific reason – culture, innovation, growth, community involvement, etc.]. I am eager to contribute my [specific skills or traits] to help achieve your organizational goals and continue building on your reputation for excellence.

I would welcome the opportunity to discuss how my qualifications could support your current and future needs. Please find my résumé attached for your review. I am happy to provide further information or meet at your convenience to explore potential opportunities within your organization.

Thank you for considering my letter of interest. I look forward to the possibility of contributing to **[Company Name]** and am excited about the value I could bring to your team.

Sincerely,  
[Your Name]

**Attachment:** Resume



**Alexandra M. Vega**  
7429 Horizon Loop  
New Seattle, WA 98210  
alexandra.vega@solarmail.com  
(206) 555-9482  
January 15, 2050

**Dr. Marcus Ellison**  
Director of Innovation  
NovaTech Industries  
5000 Quantum Drive  
New Seattle, WA 98211

**Subject:** Letter of Interest – Research & Development Department

Dear Dr. Ellison,

I am writing to express my genuine interest in joining **NovaTech Industries** and contributing to its groundbreaking advancements in sustainable energy technology. While I understand there may not be any current openings advertised, I have long admired your organization’s pioneering work in quantum-fusion power systems, and I believe my skills, experience, and dedication align closely with your mission of creating a carbon-neutral future for Earth and its off-world colonies.

With 12 years of experience in advanced materials engineering, I have developed expertise in superconductive alloy development and energy-storage optimization, along with a proven ability to lead cross-disciplinary teams toward innovative solutions. My background includes overseeing the deployment of the first lunar-based energy grid in 2046, which reduced operational costs by 38% while increasing efficiency across multiple habitats. I am confident that my forward-thinking approach and relentless pursuit of excellence would be an asset to your R&D initiatives.

I am particularly drawn to **NovaTech Industries** because of your commitment to innovation without compromising environmental stewardship. I am eager to contribute my technical skills, problem-solving mindset, and collaborative spirit to help achieve your long-term goals and strengthen your position as a leader in the clean-energy sector.

I would welcome the opportunity to discuss how my qualifications could support your current and future projects. Please find my résumé attached for your review. I am happy to provide further information or meet at your convenience to explore potential opportunities within your organization.

Thank you for considering my letter of interest. I look forward to the possibility of contributing to **NovaTech Industries** and am excited about the value I could bring to your visionary team.

Sincerely,  
Alexandra M. Vega

**Attachment:** Résumé

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