

## Sample Letter of Interest

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 am interested in finance and I would like to inquire about positions at ABD Company. ABD's Professional Leadership Program has been recommended to me as one of the most highly regarded corporate finance training programs in the industry. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor's Degree in Accounting from XYZ University. In addition, I completed two internships focusing on finance and spent a summer work for DEF Corporation at its New York City headquarters.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the leadership program with you and to provide further information on my candidacy. I can be reached via my cell phone, 555-555-5555 or by email at [bbbb@gmail.com](mailto:bbbb@gmail.com).

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

Sincerely,

*Your Signature*

Your Typed Name