

Sample – Letter of Interest

100 Wildcat Lane
Minneapolis, MN 55454
March 24, 1998

Employment Services Recruiter
Kansas State University
Division of Human Resources
103 Edwards Hall
Manhattan, KS 66506

Dear Recruiter:

Please consider me for the Office Assistant IV position as advertised on the Division of Human Resources web site.

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 Kansas State University. 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