

EXPRESSION OF INTEREST

[insert your name]
[insert your mobile]
[insert your email address]

[insert title and name of addressee if known]
[insert the organisation name]
[insert the organisation's suburb, state, postcode]

[insert the date]

Dear *[Person's name, or Hiring Manager if unable to obtain name]*

Paragraph 1 – The reason for your letter and your present circumstances

I am writing to express my interest in *[employment opportunities]* with *[organisation name]*. I was referred to you by *[name of contact]* from *[name of organisation]*, who mentioned that you might be recruiting. Currently, I am in my *[first/second/final]* year of *[course name]* and am eager to begin my career in *[specific field]*, particularly with an organisation known for *[something notable about the organisation, e.g., innovation, values, etc.]*.

Paragraph 2 – “Match” what you have read they require/think they might want with what you can offer

I believe I am well suited for a position that requires *[specific, relevant attributes or skills]*. Through my experiences, I have developed *[specific skills]* by *[provide details about relevant experiences, such as internships, projects, or coursework]*. For example, in my role as a *[job title]*, I *[describe a relevant responsibility or achievement]*. This experience equipped me with *[specific skills or knowledge]*, which I believe are essential for the *[position]*.

Paragraph 3 – Indicate your interest in “this” organisation and “support” your interest

I am particularly interested in *[specific branch/department]*, and I am aware that *[specific project, initiative, or value the organisation holds]*. This aligns with my interests in *[related personal or professional interests]*, and I am excited about the opportunity to contribute to such initiatives.

Paragraph 4 – Closing remarks (contact details/final expression of interest)

I would be pleased to discuss my suitability for a role at *[organisation name]*, please feel free to contact me at your convenience. Thank you for considering my expression of interest.

Sincerely,
[Your name]