

Interview Request Letter

This package contains:

1. Instructions & Checklist for Interview Request Letter
2. Interview Request Letter

Instructions & Checklist for Interview Request Letter

- This package contains (1) Instructions & Checklist for an Interview Request Letter; and (2) Interview Request Letter;
- This form is designed to assist you in drafting a letter to respond to a job posting and request an interview.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I recently saw in [Where Job Was Posted] that you are hiring for a [Name of Position].

As a [List One Credential], I am well-qualified for this position. My experience in [Professional Field] would allow me to quickly begin work with little supervision. Enclosed is a copy of my resume for your review.

I would welcome the opportunity to discuss this matter with you further. Is there a good time and place where we could meet? My contact information is located above. In addition, I will follow-up with your office next week regarding this matter.

Thank you, in advance, for your consideration of this request.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure