**Best Letter of Interest Format**

Half of the battle is making sure that you nail your letter of interest format. After all, you won’t exactly be making the best first impression if your letter is a convoluted mess that is hard to read and makes no sense.

Here is the basic format for you to follow, which you can see in the three examples we use below:

**Your Contact Info**

No surprises here. Name, address, telephone number, email and your website (Don't have a website? You are missing out on a tremendous opportunity. Click here to find out why).

If you're not comfortable providing your address or any other information, don't worry about it. It's not a big deal. Just make sure they can get in touch with you!

**Date**

If you don't know what to put here we have much bigger problems 😉

**Company Contact Info**

Please don't start the letter with "to whom it may concern." At this point, it really doesn't concern anyone if you catch my drift. Do the research and find a specific person to address the letter to.

A good place to start would be a hiring manager, another person in HR, or even better, the Manager or Director of the department you envision yourself working in.

**Opening Paragraph**

Introduce yourself and your intentions.

**Qualification/Experience Paragraph**

Attack this paragraph with two purposes in mind:

1. Showing how you add value
2. Demonstrating you have the Qualities they value

This is your time to shine. Keep it brief and succinct, because you don't want to come off as arrogant. **Pick two to three Qualities that you have and infuse them into this paragraph**, and wherever possible, support them with facts. Just don't drone on and on.

And save the listing of your job experience for your resume!

**Closing Paragraph**

Thank them for their time and offer your availability for an "[informational interview](https://theinterviewguys.com/informational-interview-questions-included/)" at their earliest convenience.

[What's an informational interview?](https://theinterviewguys.com/informational-interview-questions-included/)

It's both an opportunity for you to learn more about the company and the various positions within the company AND a great way for you to meet the right people in the organization you are interested in.

More importantly, it's an opportunity for you to let your award-winning personality shine, and if executed properly, can help you land a job at the company of your dreams! (no pressure lol)

**Signature**

Don’t get too gushy. Avoid using “warmest regards”, “sincerely yours” or any other hollow platitudes. Stick with “regards,” or just “sincerely,” and you’ll be good to go.

Your email needs to do several things.

* Explain what you've been doing. Your boss has lots of employees; they can't remember every detail.
* Let the boss know you've passed and - if appropriate - what grade you got. Demonstrate your worth to the organisation.
* Thank your boss. Perhaps they gave you moral support, or let you take time off to study. Doesn't matter - make your victory your bosses victory. Then they can tell *their* boss "Yeah, I helped our employee pass certification."
* Thank the company. Yes, it's sucking up a bit, but it never hurts to thank people. Look at Oscar speeches :-)
* Remind your boss about how much more valuable you will be now you are certified. Will it help customers? Does it make the boss's life easier?
* Finally, reciprocate the time and effort spent on you back to the company. You're not going to take your hard won exam and then go running to the competition.

Here's what I'd say - adjust to fit...

Hi BossName,

As you know, I've spent the last X months working towards ABC Certification. I'm really pleased to let you know that I've passed the exam with a grade of 98%.

I'd like to personally thank you for all the help you've given me over the last few months. I feel really proud to work for a company which is willing to support its employees.

I can't wait to put what I've learned into practice, and look forward to having a bit more free time in the evenings :-)

Thanks once again,

Fred Flintstone