

Prospecting Cover Letter (Letter of Interest)

[Your Name]

[City, State]

[Email]

[Phone]

[Date]

[Hiring Manager's Name]

[Company Name]

Dear [Hiring Manager's Name],

I am writing to express my interest in potential opportunities at [Company Name]. Although I did not find an open position that matches my profile, I am confident that my experience in [your field/skill] can add value to your team.

In my previous role at [Previous Company], I worked on [responsibilities] and achieved [accomplishment]. These experiences strengthened my skills in [relevant skills], making me well-prepared for roles in [your field or department].

I admire [Company Name] for [reason you like the company], and I would welcome the chance to discuss how I can support your team if a suitable position becomes available.

Thank you for your time. I look forward to connecting with you.

Sincerely,

[Your Name]

