

Ms. Bryant  
Oral Communication/Letter of Interest

When you prepare your letter of interest, you should include several important elements in order to make it effective. They are listed as such:

- A little information about your qualifications
- The reason why you are passionate about wanting the position
- Specific examples about the company and how they relate to you
- Contact information (you may make up an email address and number for privacy purposes)
- Be sure it is free of errors!

Follow the example given and create a letter of interest for your selected company after you have researched the company.

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123 Sesame Street Drive  
Happyland, CA 54321

April 8, 2008

Youth Village Administrative Staff:

Along with this letter expressing my interest, you will find my resume in order to apply for the position of educator with Youth Villages.

Upon research your mission and values, I saw that one of your nine values stated that kids need to come first....always. How better do I engulf my entire purpose for having spent the past 7 years of my life in various areas of education? In today's society, it is pertinent that the person face to face with our future cares about each and every individual. This is why I spent 5 years as a mentor, teacher and coordinator with the Little Rock chapter of Young Life. This gave me the opportunity to mentor to at risk youth and stand in the gap that so that they would see that success is actually an option in their world.

Within this time, I earned a degree in education with a major in Biology. This gave me opportunity to not only practice what I'd been preaching to the program students, but also opened the door to reach many more youth through education. While working in my current place of employment, Arkansas Department of Education Distance Learning Center, the opportunity to practice these diverse learning strategies has been practiced on a weekly basis. The opportunity to teach and mentor students who come from at risk homes is not a job to me but a passion. This is why I am also studying for a Masters in Social Work.

I look forward to an opportunity to speak with you, and can be reached at (123) 456-7890, or by email at [msbryant@mymail.com](mailto:msbryant@mymail.com) . I hope we can speak in order to discuss how I can add to your mission and also strive to achieve positive, lasting results.

Sincerely,

Amy Gentry