

For General Job Seekers: Expressing Long-Term Interest

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Interest in Opportunities at [Company Name]

Dear [Hiring Manager's Name],

I've long admired [Company Name] for its innovation in [industry] and its commitment to [specific value, e.g., "customer-centric solutions" or "technological advancement"]. With my background in [relevant skill or industry], I would love to explore potential opportunities where my expertise could contribute to your team's success.

In my role as [current job title] at [Company Name], I have developed a strong track record in [mention a skill or achievement, e.g., "optimizing business operations to increase efficiency by 15%"]. My experience aligns well with [Company Name]'s goals, and I am eager to bring my skills in [specific expertise] to your organization.

I'd love the opportunity to connect and discuss how my background could be a valuable asset to your team. Please let me know if there's a time that works for you.

Best regards,
[Your Name]