**Sample Letter of Intent Format for a Job**

From,

Simon Gibbs

54, Highland Street

New York

Date: December 22, 2021

To,

Mr. Joseph Black

HR Manager

Zenith Technologies

New York

Sub: Letter of Intent for a Job

Dear Mr. Joseph,

I am writing this litter in response to the job posting on NewJob.com with a letter of intent to express my interest in the profile of Senior Marking Executive that you are seeking for your company.

I am a management graduate from New York University, class of 2020. Presently, I am working with M/s Accent Technologies Pvt. Ltd. as Marketing Executive from last two years. I had joined the company as an internee in 2020 and because of my performance, I was offered a full-time employment by the organization. It have an experience of designing and executing different marketing strategies for the technology market which has helped me grow in my present job. I have also been applauded with “Employee of the Year” in 2021 for my performance.

I strongly feel that I will make a perfect fit for the position in your company as I have experience in the technology sector and I also understand marketing. I assure you that I will be putting in the best of my efforts in helping the business grow.

I will be looking forward to hear from you. Thanking you.

Sincerely,

Simon Gibbs