TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

 **Sub:** Letter of Intent for Job

Dear Caroline Coffman,

When I was 10, my brother fainted while waiting to ride a rollercoaster at Six Flags. It was an incredibly hot day, and we’d been in line for an hour.

I don’t remember anything else about that day—what other rides we took, what we ate, even who exactly we were with—but I distinctly remember the feeling of wanting to know why. Why did this happen? Why did we have to wait in such long lines? Why hasn’t anyone come up with a solution to the problem of overcrowded amusement parks?

It’s for this reason that I’m thrilled to apply to work on the product and design team at Rydes. Not only does your mission of revolutionizing and adding efficiency to theme parks spark my curiosity and eagerness to fix things, it also reminds me of the bigger picture: that you should leave an amusement park, or any family outing for that matter, with fonder memories than your sibling passing out. Your latest product update featured in Forbes around waiting times on lines especially spoke to me and further encouraged me to write this letter.

A little bit about me: I majored in design and applied arts because I wanted to be self-sufficient in how I solved problems, and because I enjoyed working with my hands as well as my mind. I took on a role as associate UX designer at a small startup because I was fascinated with making websites that were seamless and free of obstacles, then shifted to a product manager position at a larger company because I realized how much I liked collaborating across departments and working with various experts to brainstorm ideas and solutions. To me, the most rewarding part of my day is helping my team members be productive, feel motivated, and achieve their goals. With this experience and skill set, I’m ready to leap back into the startup world and work for a company whose ambitions align with my own.

I want to thank you for considering me to join this fantastic team of innovators and creatives, and I look forward to hearing from you.

Sincerely,

Jack Williams