

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to inquire about potential job opportunities within [Company's Name]. With my background in [Your Field/Industry] and experience in [specific skills or roles], I am very interested in contributing to your team.

I have attached my resume for your review. I would be grateful for any information regarding current or upcoming job openings, and I would appreciate the opportunity to discuss how my skills could benefit [Company's Name].

Thank you for considering my inquiry. I look forward to your response.

Sincerely,
[Your Name]