

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. My name is [Your Name], and I am a recent graduate from [Your University/College] with a degree in [Your Degree]. I am reaching out to inquire about any entry-level job opportunities within [Company's Name].

I have a keen interest in [specific area or field related to the company] and believe that my skills in [mention any relevant skills or experiences] would make me a valuable addition to your team. I admire [Company's Name] for [mention something specific about the company or its projects], and I am eager to contribute to such innovative work.

I would appreciate any information on current or upcoming job openings and the application process. Thank you for considering my inquiry. I look forward to the possibility of discussing my potential contributions to your esteemed company.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Website, if applicable]