

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a recent graduate from [Your University] with a degree in [Your Degree]. I am writing to inquire about potential employment opportunities within [Company's Name] as I am very interested in joining your team. I have always admired [Company's Name] for [specific reason related to the company], and I believe that my skills in [mention relevant skills or experiences] would be a great fit for your organization. I am particularly drawn to [mention any specific projects, values, or achievements of the company].

I would greatly appreciate any information you could provide regarding current or upcoming job openings and the application process. Additionally, if there are any opportunities for internships or entry-level positions, I would be eager to be considered.

Thank you for your time and consideration. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]