

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

Dear [Employer's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential job opportunities within [Company Name]. With a background in [Your Field/Industry] and [X years] of experience in [specific skills or roles], I am keenly interested in contributing to your team.

I have attached my resume for your review, and I would appreciate any information regarding current or future job openings that align with my skills and experience.

Thank you for your time and consideration. I look forward to the possibility of discussing potential employment opportunities with you.

Sincerely,  
[Your Name]