

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential junior position openings within [Company Name]. I recently graduated from [Your University/College] with a degree in [Your Degree], and I am eager to begin my career in [Industry/Field].

I am particularly drawn to [Company Name] due to [Reason for interest in the company], and I believe that my skills in [Your Skills/Qualifications] align well with the company's goals.

If there are any available positions, I would greatly appreciate the opportunity to discuss my application further. Thank you for considering my inquiry, and I look forward to your response.

Sincerely,
[Your Name]