

[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 reaching out to inquire about potential job opportunities within [Company Name]. With a background in [Your Field/Industry] and a strong interest in [Specific Area of Interest], I am eager to learn about any current or upcoming openings that align with my skills and experience.

I hold a [Your Degree/Qualification] in [Your Field] and have gained valuable experience in [Relevant Experience/Skills]. I am particularly impressed by [Something Noteworthy About the Company], and I believe my [Specific Skills/Attributes] would make a positive contribution to your team.

I have attached my resume for your review and would appreciate any information you could share regarding potential job openings. I am looking forward to the possibility of discussing how I can contribute to [Company Name].

Thank you for your time and consideration.

Sincerely,  
[Your Name]