

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Current Position/Status, e.g., recent graduate from XYZ University with a degree in ABC, a professional in XYZ field, etc.]. I am reaching out to express my interest in opportunities within [Company Name] and to seek your advice on how I might best pursue a career in [specific field/industry].

I have developed a strong interest in [specific area related to the company/industry], and I believe that my skills in [mention relevant skills or experiences] could be a great fit for [Company Name].

If you have a few moments, I would greatly appreciate any guidance or insights you could share regarding potential job openings or the company culture at [Company Name]. Additionally, I would be thrilled to learn about your own career path and any advice you may have for someone looking to enter the industry.

Thank you for considering my request. I understand you have a busy schedule, so I genuinely appreciate any time you can spare. I look forward to the possibility of connecting with you.

Warm regards,

[Your Name]  
[Your LinkedIn Profile (optional)]  
[Your Website/Portfolio (optional)]