

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about potential job openings within [Company Name] that align with my skills and experience in [Your Field/Area of Expertise].

I hold a [Your Degree/Certification] and have [Number] years of experience in [Relevant Experience or Skills]. I am particularly drawn to [Company Name] because [Reason for Interest in the Company].

I would appreciate the opportunity to discuss any current or upcoming positions that may be a good fit. Thank you for your time, and I look forward to your response.

Sincerely,
[Your Name]