

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about potential entry-level job opportunities within [Company's Name]. I recently graduated from [Your School/University] with a degree in [Your Degree], and I am eager to apply my skills and enthusiasm to a dynamic team.

I am particularly drawn to [Company's Name] because [specific reason related to the company/industry], and I believe my background in [relevant experience/skills] would make me a valuable addition to your team. I am keen to contribute my abilities while continuing to learn and grow within the [specific field/industry].

I would greatly appreciate any information regarding available or upcoming entry-level positions. I have attached my resume for your review, and I would welcome the chance to discuss how I can contribute to [Company's Name]. Thank you for considering my inquiry, and I look forward to your response.

Sincerely,  
[Your Name]