

[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 message finds you well. My name is [Your Name], and I am a recent graduate from [Your University] with a degree in [Your Degree]. I am writing to inquire about potential job opportunities within [Company's Name], as I am eager to start my career in [Your Field/Industry].

During my time at university, I gained valuable experience through [mention any relevant internships, projects, or coursework]. I believe that my skills in [mention specific skills relevant to the job or company] would make me a strong candidate for a position at your company. I am particularly drawn to [Company's Name] because [mention something specific about the company that interests you]. I am excited about the possibility of contributing to your team and learning from the expertise at your organization.

I would greatly appreciate any information you could provide regarding job openings or the application process. Thank you for your time, and I look forward to the opportunity to connect.

Sincerely,
[Your Name]