

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to express my interest in potential job opportunities within [specific department or role] at [Company's Name]. With a background in [your field or expertise] and a strong passion for [related industry or company mission], I believe I would be a valuable addition to your team. I have [mention your relevant experience, skills, or achievements that relate to the specific role], and I am particularly inspired by [something notable about the company or its projects]. I would love the opportunity to contribute to [mention any specific goals or projects of the company] and help drive success through my [mention any specific skills or attributes].

I am eager to explore the possibility of discussing potential openings or future needs in your team. Please find my resume attached for your reference. I appreciate your time and consideration and hope to connect soon.

Thank you very much.

Sincerely,

[Your Name]

[Attachment: Resume]