

Inquiry Letter for Job Application

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

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager's Name,

I hope this message finds you well. I am writing to inquire about any potential job openings that may align with my background and skills. I am very interested in pursuing a position within your esteemed company, particularly in [specific department or role].

Attached to this letter, you will find my resume and cover letter, which provide more insight into my experience and qualifications. I believe that my skills in [specific skills] would be an asset to your team.

Thank you for considering my inquiry. I look forward to the possibility of discussing my application in further detail. Please feel free to contact me at your convenience.

Sincerely,
Your Name

Attachments:
Resume
Cover Letter