

Job Inquiry Letter

John Doe
123 Main Street
Cityville, ST 12345
johndoe@email.com
(123) 456-7890
[Date]

Hiring Manager
Company Name
456 Business Rd.
Cityville, ST 67890

Dear Hiring Manager,

I hope this message finds you well. I am writing to inquire about any potential job openings for [Job Title] within your esteemed company. With a background in [Your Field/Industry] and a passion for [specific area related to the job], I believe I would be a great asset to your team.

Please find my portfolio attached, which showcases my skills and previous work. I have experience in [relevant skills or experiences], and I am eager to bring my expertise to [Company Name].

Thank you for considering my inquiry. I would appreciate the opportunity to discuss any available positions and how I can contribute to your esteemed company. I look forward to your response.

Sincerely,
John Doe

[View my portfolio](#)