

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

Hiring Manager's Name
Department
Organization Name
Organization Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential job opportunities within [Organization Name]. With my background in [Your Field/Industry] and my passion for public service, I am eager to explore any available positions that align with my skills and experience.

Having researched your organization, I am particularly impressed by [specific project or value of the organization]. I believe my background in [specific experience or skill] could contribute positively to your team.

If there are any current or upcoming openings, I would greatly appreciate any information you could provide. Additionally, I would be grateful for any guidance on how to apply or possibly to connect with a recruiter for further discussion.

Thank you for your time and consideration. I look forward to the possibility of contributing to [Organization Name].

Sincerely,
[Your Name]