

Your Name
Your Address
City, State, Zip Code
Email Address
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. My name is [Your Name], and I am writing to inquire about possible job opportunities within [Company Name]. I am particularly interested in [specific department or role] as I believe my skills and experiences in [briefly mention relevant skills or experiences] align well with your company's goals.

I have attached my resume for your consideration. I would greatly appreciate any information regarding current or upcoming job openings. Thank you for your time, and I look forward to the possibility of discussing this further.

Warm regards,
[Your Name]