

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. I am writing to express my interest in future job opportunities within [Company Name]. I have researched your organization and am particularly impressed by [specific quality or achievement of the company].

With my background in [Your Field/Industry] and experience in [specific skill or role], I believe I could contribute positively to your team.

I would appreciate it if you could keep my resume on file for any upcoming positions that align with my skill set. Thank you for considering my request. I look forward to the possibility of working together in the future.

Sincerely,
[Your Name]