

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's 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 [Company's Name]. With my background in [Your Field/Industry] and [specific skills or experiences], I am very interested in contributing to your team.

I have attached my resume for your review and would appreciate any guidance regarding open positions that align with my qualifications. I am particularly drawn to [mention any specific aspect of the company or its projects].

Thank you for considering my inquiry. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]