

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 currently seeking entry-level opportunities in [specific field or area of interest]. I am writing to inquire about any potential job vacancies within your company.

As a recent graduate from [Your University/College] with a degree in [Your Degree], I am eager to apply my skills and knowledge in a dynamic environment. I am particularly drawn to [Company's Name] due to [mention any specific reason related to the company or its projects].

I would appreciate any information regarding current or upcoming entry-level positions, as well as any application procedures. Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]