

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

Company City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am a recent graduate from [Your University] with a degree in [Your Degree]. I am writing to inquire about potential job vacancies within [Company Name].

I am particularly interested in [specific area of interest related to the company or industry], and I believe my background in [mention relevant skills or experiences] would make me a valuable addition to your team.

Could you please provide information on any available positions or the recruitment timeline? I would appreciate any guidance you can offer as I begin my job search.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]