

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to inquire about potential job opportunities in the field of marine biology at [Company Name]. I am a recent graduate with a degree in Marine Biology from [Your University] and have a strong passion for marine ecosystems and conservation.

Having completed internships with [Previous Company/Organization] and participated in various research projects, I have developed valuable skills in data collection, research analysis, and habitat assessment. I am eager to apply my knowledge and contribute to the important work at your organization.

I would appreciate any information regarding current or upcoming job openings, or the possibility of internships that would allow me to further my experience in marine biology.

Thank you for considering my inquiry. I look forward to the possibility of discussing any opportunities with you.

Sincerely,
Your Name