

Dear (hiring manager's name),

*I am writing to inquire about possible job openings at (company name). I have been following the company for some time and recently found their (example of work) to be very inspiring. I am interested in a role in (relevant industry/profession/division) and was hoping to learn more about any potential opportunities at your organization. Please find my resume enclosed for review.*

*I am a recent (degree name) graduate working in the (industry name) field and looking to further my career. During my time as a (job title), I have regularly exceeded targets, helping to boost company revenue by 5 percent last year. I also demonstrated organizational ability when coordinating the company conference and leadership skills when chairing meetings between graduate staff members. I believe the drive and creativity I have shown in my career would prove valuable to your company.*

*My resume illustrates my determination to have a successful career in (industry name). I have found that the work being carried out by your organization is particularly appealing, with recent projects like (example 1) and (example 2) closely matching my interests. If there is a potential opening within your organization's (area or field) team, I would not only be highly grateful for consideration but believe that my experience and skill set can help the company continue to prosper.*

*I would appreciate the opportunity to discuss any possible vacancies at (company name) and provide additional information regarding the benefits I could bring to the organization. Thank you for your time, and I look forward to speaking with you further.*

Sincerely,

(Your name)