

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Job Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to you because I am a great admirer of [Company Name] and its work in [mention a specific project or industry area]. I am interested in potential career opportunities within your [Target Department] team and would like to inquire if you have any upcoming openings for a [Target Job Title or Professional Level].

I have [Number] years of experience in [Your Field], specifically focusing on [Key Skill 1] and [Key Skill 2]. In my previous role at [Previous Company], I successfully [mention a key achievement or result]. I believe my background in [Specific Expertise] would allow me to contribute effectively to your team's goals.

I have attached my CV for your review. I would welcome the opportunity to discuss how my skills could benefit [Company Name] in the future.

Thank you for your time and consideration.

Sincerely,

[Your Name]