To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Inquiry Letter for a Job**

Respected Sir/Madam,

Thank you for taking the time to review my resume. I have recently graduated from [Institute Name], and I am currently looking for a position in the [mention Area Name].

I am interested in an entry-level role with [Company Name]’s [Department Name], hoping to leverage my knowledge and skills and serve your organization with my hard work. I have heard that [Company Name] is a great organization to work for, and I hope that I can be considered for the job.

For further details regarding my credentials and qualifications, please feel free to call me at [Contact Number] or email me at [Email Address].

Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.

Sincerely,

[Sender Name]

[Sender Designation]