

Example Inquiry Letter for Job Vacancy (Fresh Graduate)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about potential job opportunities within [Company Name] that may suit my qualifications as a recent graduate. I recently completed my degree in [Your Degree/Major] from [University Name] and am eager to apply my academic knowledge and skills in a dynamic and esteemed organization like yours.

During my academic journey, I have developed strong skills in [mention relevant skills, e.g., research, communication, teamwork, problem-solving]. I also completed relevant projects/internships such as [mention any significant project or internship], which enhanced my abilities in [mention specific skills or experiences].

I am particularly attracted to [Company Name] because of [mention specific reason: e.g., its industry reputation, values, ongoing projects, etc.]. I am enthusiastic, quick to learn, and ready to contribute positively to your team. Enclosed is my resume for your consideration.

I would highly appreciate the opportunity to discuss any suitable openings or internships that align with my background. Thank you for considering my inquiry. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,
[Your Name]