

## 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]