

Preliminary inquiry letter

Subject: Interest in Opportunities at [Company Name]

Dear [Hiring Manager's Name],

I am reaching out to express my interest in potential job opportunities at [Company Name]. Although I have not seen a specific posting for [desired job title], I am impressed by your company's mission and would be eager to contribute to your team.

My background includes [relevant experience], and I believe I could bring value in areas such as [skills]. I have attached my resume for your consideration and would appreciate the chance to discuss any current or upcoming opportunities.

Thank you very much for your time and consideration.

Sincerely,

[Your Full Name]

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