**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

Dear Product Department,

I hope this finds you well. I am writing to find out more about your company and if you have any openings. I saw your booth at the job fair last week, and from what I have learned, it could be a great place to work. Thank you again for your time, and I look forward to hearing from you soon.

Sincerely,

**[Yours signature]**

Joe Smith