

Use the Letter of Inquiry to ask about opportunities of employment within an organization although, to your knowledge, no job has been posted.

Letter of Inquiry
(Use the same letterhead & contact information found on your resume)

Date

Mr. John Doe
Human Resources Manager
999 Corporate Avenue
XYZ Company
Big City, State Zip Code

Dear Mr. Doe

After visiting with several XYZ recruiters at Oklahoma State University's fall Career Fair, my interest in your company multiplied! Since then, after researching your company's web site and learning of career opportunities, XYZ's recent projects and exciting results are even more intriguing to me. As you can see from my enclosure résumé, my training and experience are a good fit to further the goals of XYZ. I am writing to inquire about employment opportunities you may foresee.

The field of Biochemistry has been fascinating for many years, especially because of my interest in environmental issues. I look forward to pursuing a fulfilling, professional life and ask you to consider these qualifications. First, a successful summer internship with ABC heightened my confidence that this is the best field in which to invest my life. In addition, it gave me valuable hands-on experience. Second, my grade point average on the attached résumé indicates my commitment to excellence. You can be sure that I would be equally committed to the fulfillment of your company goals. Third, several of my electives, such as Environmental Risk Company are seeking in Management Training Program candidates. Indeed, I am confident in my abilities to perform the tasks required by your organization.

Would you allow me the opportunity to visit with you personally about professional opportunities with XYZ? I will call your office next week to see if a meeting time can be arranged. In the meantime, feel free to contact me at your convenience. Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

(Your Signature)

Sally Student

Enclosure