



# Ready Reference F-4 Sample Letter of Inquiry

## Letter of Inquiry Format

Use the heading from your resume for your contact information

Date

Mr. John Doe  
Human Resources Manager  
XYZ Company  
999 Corporate Avenue  
Big City, State 00000

**Use the letter of inquiry if you are asking about employment with an organization. See Ready Reference F-5 for a sample cover letter to apply for a specific position.**

Dear Mr. Doe:

After visiting with several XYZ recruiters at Fall Career Fair, I checked your company's website and am even more intrigued with some of the recent projects. I am writing to inquire about employment opportunities with XYZ Company.

I will graduate in May 2019 with a degree in Civil Engineering. I became interested in environmental issues prior to entering Oklahoma State University, and planned my education based on this interest. My summer internship with a large environmental consulting firm convinced me to pursue a career in the environmental industry as my interest has now become a passion.

My resume is enclosed for your consideration. As you can see, several of my electives, such as Environmental Risk Assessment, Water Quality Management, and Project Management specifically address the skills XYZ Company is seeking in Management Training Program candidates. I am confident in my career direction and my abilities to perform the tasks required by your organization.

I would appreciate the opportunity to meet with you to discuss my education and qualifications. If you could contact me, my number is 405-123-4567 and my email is first.lastname@okstate.edu. Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Sally Student  
Enclosure