

Letter of Inquiry

Exploring an opportunity for an internship position.

[Center you letter in the middle of the page.]

Address

City, State ZIP [2 spaces]

Month/Day/Year [4 spaces]

Name

Title

Company

Address

City, State ZIP [2 spaces]

Dear Mr. /Ms. _____ : [2 spaces]

The purpose of this correspondence is to see if an internship is available, or you would be willing to create one, in logistics or product/inventory control. If you have a need for a well organized, accurate, and efficient individual for any special projects or tasks please do not hesitate to consider me.

Enclosed for your review and consideration is my resume. I hope it reflects that I will maximize any opportunity provided to me and will prove to be a valuable addition to your workforce.

Please allow me the opportunity to discuss my qualifications with you, or the appropriate individual, at your earliest convenience. I can be reached at the above address, telephone number or e-mail address. Thank you for your attention and consideration. [2 spaces]

Sincerely, [4 spaces]

Signature

Your typed name here [2 spaces]

Enclosure



Career Services

LU 110

<http://web.csp.edu/careerservices/>

September 20, 2005