

SAMPLE LETTER OF INQUIRY #1

Date of Letter

Your Address

Your Phone Number

Employer's Name and Title

Employer's Address

Dear _____:

I've learned about career opportunities at Company Grand through the University of Iowa Placement Center. As a senior in the School of Business with a concentration in marketing, I am interested in securing a position in marketing. Enclosed is a copy of my resume.

Currently, I am working for Shell Oil Company in Wood River, Illinois, in an internship program, where I'm involved in marketing strategy research.

I have worked on three major marketing projects including an in-depth consumer behavior study on daycare centers. The results were compiled from questionnaire responses and computer-assisted statistical analysis.

I look forward to discussing my qualifications and how I can contribute my marketing abilities to your company. May I meet with you in the next month? I can be reached at (206) 555-2222 during working hours, or I will contact you in the next two weeks.

Sincerely,

[sign your name here]

Your Name