

Letter of inquiry



Exploring Careers...What Are My Options?

What is a Letter of Inquiry?

A letter of inquiry is a cover letter that inquires about possibilities for an internship within a specific organization. A letter of inquiry may be used in a variety of cases, including:

- A job or internship is posted and you would like to express interest and inquire about the availability of the same or similar opportunity at a *future* time (next semester, summer, etc.)
- A networking contact has recommended an organization to you, and you would like to inquire about possibilities for an internship with the

organization, including his or her name as a reference

Your Letter Must Contain:

Heading

- Full name, mailing address with zip code, email address and phone number(s)
- Salutation that addresses an individual by name (may require web research or a phone call to the organization)

Opening Paragraph

- Introduction of yourself as a Hope College student with a _____ major inquiring about the availability of an internship
- A one sentence summation

of how you identified the organization

- Beginning date and time frame of your availability for work as well as the number of hours per week available
- Include that you are pursuing an internship for academic course credit

Second/Third Paragraph

- Information about your coursework and how the

Continued on back →

What's Inside?

Answers, Con't	2
Letter of Inquiry Example	2

Start
Early

"Most people spend more time planning their grocery shopping than designing their future. The basic difference between people who live their dreams and those who only dream about how they would live, is the accuracy of their plans, their ability to generate new ideas, and their ability to take action."

~Author Unknown

Answers, Con't

knowledge you have gained at Hope will benefit the organization (including computer skills/ programs used in and out of the classroom)

- Several sentences highlighting your previous experiences, including paid and unpaid work and volunteer positions, and how the skills gained from those experiences will benefit the organization
- A short sentence detailing how an experience with their organization would benefit you

Last Paragraph/Closing

- A reference to your enclosed résumé that highlights

your experience and provides contact information

- A telephone number and email address that may be used to contact you with questions regarding your application
- Information on when and how you will contact (the letter reader) to follow up
- Thank the letter reader for his/her time and consideration
- A standard closing statement such as "Sincerely," followed by your signature and name, and the words "Enclosed: Résumé"

Sample Letter of Inquiry

Your address
City, State Zip
Date

Contact Name, Title
Organization Name
Street Address
City, State Zip

Dear Mr./Ms./Dr.:

I am a junior Hope College student working toward a Bachelor of Arts in Sociology with a focus in Criminal Justice. I am seeking an internship for the summer of 2009, and while researching opportunities in the field of juvenile criminal justice, I found your program listing internship opportunities for the fall 2008 semester on the Department of Justice website. I am writing to inquire about possible internship opportunities with the Marion County Family Court in the upcoming months of May through August 2009. I am seeking an internship for credit, but I am flexible with both internship responsibilities and compensation.

My background and coursework have supplied me with relevant skills, as well as an understanding of common issues with the adolescent community. A few examples of my experiences include:

- Courses in sociology and social work, criminology, and business computing
- Summer work as a hotline assistant for a local intervention center, involving peer counseling for teenagers about personal concerns with referrals to appropriate professional services
- Active involvement at Hope College as a Resident Assistant, which requires me to establish rapport with thirty residents and advise them on personal matters, as well as university policies.

My enclosed résumé provides additional details about my background and experience. I may be reached at (616) 123-4567 or youraddress@hope.edu with any questions or comments regarding my inquiry. If I have not heard from you by September 30, 2008, I will contact you at the email address listed on your website to discuss any summer internship possibilities with your organization.

Sincerely,

10 business days after
your letter is sent

(4 spaces left for a handwritten signature)

Your Name (typed)

Enclosure: Résumé