

I'm not robot!

Inquiry Letter

Sender Name
Sender's Title or Position
Sender's Organization Name
Sender Street Address
City, State, Zip Code

Date: DD/MM/YYYY

Recipient's Name
Recipient's Position or Title
Recipient's Organization Name
Recipient's Street Address
City, State, Zip Code

Dear (Name of the Hiring Manager)

I am _____ with qualifications in (Field Name) for _____ Years experience in the _____ industry.

I love the work your company does and feel that my experiences and skills can be an asset for your organization so I am inquiring from your for a job of this position _____ in your organization. I am currently employed at _____ as _____ (Position Title).

Looking forward to discuss with you about job opportunity further and if I may be considered to contribute to success of your organization _____ (organization name).

Sincerely,

Signatures

Refusal Letter Sample

1435 Lincoln Ave
Charleston IL 61920
Today's Date

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago IL 60429

Dear Ms. Nelson:

Thank you very much for offering me the position of Accountant with XYZ Corporation. I appreciate your discussing the details of the position with me and giving me time to consider your offer.

You have a fine organization and there are many aspects of the position that are very appealing to me. However, I believe it is in our mutual best interests that I decline your kind offer. This has been a difficult decision for me, but I believe it is the appropriate one for my career at this time. I want to thank you for the consideration and courtesy given to me. It was a pleasure meeting you and your fine staff.

Sincerely,

Sarah B. Rodriguez

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

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 FirstLastname@okstate.edu. Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

Sally Student
Enclosure

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.

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