

Letter of Inquiry (Prospecting) - *The candidate displays his knowledge of the organization, sends a resume and asks for company literature. This candidate will follow up later with a prompt letter and will apply for any openings of which he may learn. This letter is in semi-block format with the writer's inside address and closing indented.*

53 Main Street
Arlington, VA 08954
January 2, 2018

Edward Anderson
Director of Human Resources
Extron Corporation
118 Courtyard Plaza
Arlington, VA 08954

Dear Mr. Anderson:

Having been a resident of Arlington, Virginia, for many years, I am familiar with the excellent reputation of Extron Corporation. Not only has your organization shown tremendous growth during the past 10 years, it also weathered the recession several years ago through a combination of strategic planning and resource consolidation.

This May, I will be graduating from Marist College in New York with a bachelor's degree in business administration and a concentration in finance. Last semester I interned in the office of the Vice President for Finance at Marist, where I learned a great deal about long-term financial planning and forecasting. During my two-year tenure as treasurer of the Student Government, I revamped the budget spreadsheets using Excel software. With my education, employment experience, and college activities, I believe I would be a strong candidate for a finance-related position at Extron.

I would like to arrange an interview, and can make plans to travel home to Arlington on a few days' notice. You may call me at 845-575-0000, or send an email to mark.barrett@marist.edu to arrange a meeting. I look forward to talking with you in the near future.

Thank you for your time and attention.

Sincerely,

Mark Barrett

Letter of Inquiry (Prospecting) for a Summer Internship - *This is an example of "full-block" format; all sections are flush with the left margin. The writer showcases her talents in the field in which she seeks additional experience.*

Barbara Rathbone
10 Skylight Lane
Port Jervis, NY 92034
March 2, 2018

Mr. Alexander Wright
Sales Manager
Sutter Home Winery, Inc.
Winery Road
Napa, CA 94589

Dear Mr. Wright:

Much of the money I earned in junior high school came from sales, and I would like to continue pursuing my interest in marketing and sales with a summer internship in the field. I am writing to ask if Sutter Home has any positions available to college students this summer.

This year, as a freshman at Marist College in New York, I became a sales person for our student newspaper, which is published twice a week. At the start of the second semester, I was promoted to Sales Manager, a position that gives me the responsibility for all the advertising for one week. We do all of our own production, so in addition to servicing existing clients and attracting new clients, I have become skilled at layout techniques.

During my senior year at John Jay High School, I raised more than \$2,000 so that my class could travel to our nation's capital for the senior trip. In that same year, through my after school position with MarX Fashions, I was able to save more than \$10,000 for my college expenses.

I would like to emphasize that I am looking for experience in sales management and marketing this summer - salary is not my primary concern. I would greatly appreciate any position that you could offer. I am traveling to California during Spring Break, from March 13-20, and I would like to meet you during that week, if possible. I will call you early next week to set up an appointment. Thanks so much for your time and consideration.

Sincerely,

Barbara Rathbone