

Example of a Letter of Inquiry

Alan Blanchard

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August 2, 2004

Mr. Joe Schmo
Director of Human Resources
Burton Snowboard Company
80 Industrial Parkway
Burlington, VT 05401

Dear Mr. Schmo:

Professor Michael Frapple suggested that I contact you regarding a possible opening for the position of Human Resources Intern at Burton Snowboard Company. I am looking for an internship in human resources and feel that my experience, education, and interest in snowboarding make me a perfect candidate for this position.

I have studied Human Resource Management at Johnson State College. Through my courses, I have gained an understanding of topics such as selecting, training, and evaluating personnel as well as compensation, health and safety, and human relations. In addition to my educational background, I thoroughly enjoy working with and helping people. Working in group projects for many of my business courses and interacting with customers as a teller at Union Bank has strengthened my interpersonal skills. I would welcome the opportunity to put these skills to work for Burton and bring together my interest in human resources and passion for snowboarding. I am confident that I can be an asset to Burton.

I will call you next week to ensure that you have received my resume and to discuss a chance to meet personally. If you prefer, you may reach me at (555) 555-5555.
Thank you and I look forward to meeting you.

Sincerely,

Alan Blanchard

Alan Blanchard

enclosure