What to Include in Your Job Inquiry Letter

Inquiry letters should contain information on why the company interests you, and how and why your skills and experience would be an asset to the company.

Politeness and brevity are key when it comes to writing a letter of inquiry — remember, you're aiming to make a good impression, and show that you'd be an asset to the company. Follow the same tone and guidelines you'd use if you were writing a [cover letter](https://www.thebalance.com/free-cover-letter-examples-and-writing-tips-2060208) for an advertised job.

Unlike a cover letter, you can't use the job description to determine which qualifications and experience to highlight. Instead, emphasize how your skills and experience would be helpful to the company overall. Use the letter of inquiry to sell yourself, putting a spotlight on the strengths you'd offer the company, and why the company's mission and goals appeal to you.

Inquiry Letter Sample

When writing the letter, follow these [professional letter writing guidelines](https://www.thebalance.com/professional-letter-and-email-writing-guidelines-2062309) to make sure your request will be considered. Include a copy of your resume. Also, provide information on how you will follow-up and your contact information.

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

Date

Contact Name  
Title  
Company  
Address  
City, State, Zip Code

Dear Mr./Ms. Contact,

Thank you for taking the time to review my resume. I have recently graduated from University College, and I am currently looking for a position in the Huntington area.

I am interested in an entry level position with ABCD Company. I have heard that ABCD is a wonderful company to work for, and I hope that I can be considered for the team.

If you have questions regarding my credentials or anything else about myself, please feel free to call or email me at namelastname@gmail.com.

Again, thank you for reviewing my resume. I look forward to hearing from you in the near future.

Sincerely,

Signature *(for hard copy letter)*

Your Name