

## OVERVIEW

A letter of inquiry is a cover letter that inquires about possibilities for an internship or position 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.) that better fits your schedule.
- 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.

## LETTER CHECKLIST

### HEADING

Full name, mailing address with zip code, email address and phone number.

Date that you send the letter

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 experience at the organization.

A one-sentence summation of how you identified the organization.

Beginning date and time frame of your availability for work (*summer, fall semester, etc.*) as well as the number of hours per week available.

If applicable, information that you are pursuing an internship for academic course credit.

If applicable, an indication that you are pursuing an internship primarily for experience and are flexible with job responsibilities and compensation.

### SECOND/THIRD PARAGRAPH

Information about your coursework and how the 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 would benefit you.

### LAST PARAGRAPH/CLOSING

A reference to your enclosed resume 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.

## SAMPLE LETTER OF INQUIRY

Your street address  
City, State, Zip Code

Date

Name of recipient  
Title  
Name of Organization  
Address  
City, State, Zip Code

Dear Dr./Mr./Ms. \_\_\_\_\_:

I am a junior Hope College student working toward a Bachelor of Arts in Sociology with a focus in Criminal Justice.