

SAMPLE COVER LETTER OF INQUIRY

Polly Grad
222 Wind Road
Eagle River, WI 54521
715-479-0000

(Current date)

Ms. Holly Manager, Director
Northern Woods Computer Experts
0000 Plainview Road
Rhineland, WI 54501

Dear Ms. Manager:

I will be graduating from Nicolet Area Technical College in May with an Administrative Assistant Associate Degree. Recently, I took part in an informational interview with Joseph Jones, Director of the Ministry Health Care Record Keeping Department. He suggested I write to you and inquire about potential job openings in your regional office in Rhineland.

As you can see from my enclosed resume, I completed an Administrative Assistant Internship in the fall of 2006 with the Rhineland Supply Corporation and have three years of experience as a Front Desk Clerk at the Up North Lodge. My work experience and education have provided me with many skills and opportunities, for example:

- During my internship at Rhineland Supply Corporation, I assisted with the development of handouts, graphs, charts and Power Point presentations for the sales department.
- At the Up North Lodge, I was in charge of developing and providing customer service training for all new employees.

My excellent work ethic, knowledge of a variety of computer software programs, and ability to work individually or as part of a team, make me a good fit for your company. An opportunity to meet with you to discuss my qualifications for potential employment would be appreciated. I will call you in a few days to see if we can arrange a meeting. Thank you for your time and consideration.

Sincerely,

(Don't forget to sign here)

Polly Grad

Enclosure