

# Sample Letter of Inquiry

703 Clark Avenue  
Morgantown, WV 44411

May 1, 20--

Ms. Marian Barnes  
Personnel Director  
Morgantown Mercantile Company  
224 Market Street  
Morgantown, WV 44411

Dear Ms. Barnes:

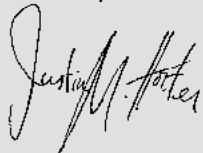
I am writing to ask if there are any management positions available on your Customer Service team. In June, I will graduate with an associate degree from Pittsburgh Junior College, where I have been studying communications and have participated as a member of the debate team and public speaking club.

For the past two years, I have put my communication skills into practice working part-time in the customer service department of Emory's Department Store. After my first year as a customer service associate, I was promoted to lead customer service associate. Last year, I won Emory's "Golden Glove" award for handling customer service complaints efficiently and effectively. More details of my work experience are listed on the enclosed résumé.

As a lifelong resident of Morgantown, I have always been interested in working for the Morgantown Mercantile Company, where several of my friends' parents have enjoyed working. The company has a reputation as an honorable, customer-service oriented business.

I believe that my communications studies and my job experience would serve me well in a position as a customer service manager in a company such as the Morgantown Mercantile Company. I hope you will consider me for a position on your team should an opening occur in the near future. I am available for an interview at your convenience. Thank you for your time. I look forward to hearing from you soon.

Sincerely,



Justin M. Horter