

INTRODUCTORY EMAIL/ INQUIRY LETTER EXAMPLE

If you are seeking a career mentorship, self-developed, or potential full-time job opportunity, then the sample, suggestions and feedback for doing so explained below will be helpful to you.

You will want to keep the email and/or inquiry letter to two or three short paragraphs. This type of email should generally be shorter than a regular cover letter and the inquiry letter is usually somewhere in between and definitely more formal than an email. No matter what type of letter or inquiry you are sending, be sure to always be professional, polite, and direct about what you are seeking or what you would like to gain from this interaction.

Date _____ →

Include if you are sending an actual letter out to someone via mail or are attaching this document to an email

Dear Ms./Mr./Dr./Professor _____,

1st paragraph:

- Introduce yourself - name, Mount Holyoke student, class year, major/minor or in consideration
- State how you found this person –example mentoring program in LifeNet, X organization, or X interests
 - Consider putting something unique and very brief about you that will interest or excite this person, your background, your passions, academic topics of interest, your home city/country
 - You want to catch their attention to show them that you have thought about this connection you are trying to make with them and your career interests/opportunity.

2nd/3rd paragraph(s):

- Mention one or two specific questions or topics which you are seeking advice AND/OR ask whether they would be willing to X (Your purpose – job shadow, in-person 30 minute meeting, phone conversation, etc) over X period of time (be flexible).
- You may also discuss your ability to assist the company/person/lab/organization in achieving a specific goal or completing a specific project.
- Provide examples of the skills and experience you already bring to the table and how you might be able to contribute. In this way, you will be building a case for yourself to the employer or point of contact so they can get to know you a bit and understand what time of work, position, or opportunity you are seeking.

3rd/4th paragraph:

- Thank them for their time and consideration.

Sincerely,

Full Name 'Class Year

This is optional here as you may want to put this information in the first paragraph when you introduce yourself.

Email address

Phone number

This information could be embedded in the text you write in your concluding paragraph after you thank them for their time and considering. You may suggest that they contact you at either of these contacts.

Sample Inquiry Letter