

SAMPLE COVER LETTER

(LETTER OF INQUIRY)

IM A. SAMPLE
1234 North 55 Street
Bellevue, Nebraska 68005
(402) 292-2345
imasample@xxx.com

(Current Date)

Mary Peterson, Manager
Accounting Department
XYZ Company
10 Dear Park Drive
Omaha, Nebraska 68102

Dear Ms. Peterson:

I am writing to introduce myself to you at the suggestion of Professor John Jones of Bellevue University. He has indicated that you are very interested in talking to senior Accounting students regarding possible career opportunities.

As you can see in the enclosed resume, I have a very strong academic background in Accounting combined with over five years work experience in accounting and bookkeeping. My recent internship at Mutual of Omaha allowed me to further develop and strengthen my technical and analytical/problem solving skills through the successful completion of a major project involving the conversion of a manual to a computerized accounting system. As Professor Jones indicated that this type of conversion is a major concern for your organization over the next year, I believe that I could make a significant and valuable contribution on that project, as well as other challenges that I'm sure you are facing.

I would appreciate the opportunity to discuss how my education and experience are consistent with your needs and will be contacting you within the next few days to talk about the possibility of arranging an interview. Thank you for your time and consideration.

Sincerely,

Im A. Sample

Im A. Sample

Enclosure