

SAMPLE LETTER OF INQUIRY

November 10, 20XX

Ms. Beverly Long
Director, Environmental Education
Golden Bear Mountain
2121 Vermont Avenue
Washington, DC 20036

Dear Ms. Long:

Please accept the attached cover letter and resume as my inquiry into possible Environmental Educator positions through your organization. I am a senior Environmental Science major at Kutztown University and have experience researching and conducting workshops about endangered species. I will contact you in a few days to confirm receipt of my resume and discuss my qualifications.

If you would like any additional information, please feel free to contact me at 610-123-4567 or ninte123@live.kutztown.edu. Thank you for your time and consideration. I look forward to speaking with you about a future internship!

Sincerely,

Peter Richmond

Peter Richmond
123 Smart Street
Kutztown, PA 19530
610.683.XXXX
prich###@live.kutztown.edu