

# [Letter of inquiry](https://assignbuster.com/letter-of-inquiry/)

[](https://assignbuster.com/)[Business](https://assignbuster.com/essay-subjects/business/), [Management](https://assignbuster.com/essay-subjects/business/management/)

Dear

Or alternately:

Dear Sir/Madam:

I have been informed of a job opportunity as IPRO Management and Technical Support Engineer by [name of referrer/optional]. I am a very interested in such a position because [qualifications or related work & interests/bulleted type lists of qualifications if possible].

I am currently employed at [name of organization] as [title of position].

Or alternately:

I have just finished my Bachelor’s degree in the Multidisciplinary Studies with concentrations - Mechanical Engineering, PackagingScience, and Management Studies from [name ofacademicorganization]. I believed my academic competencies would match qualification requirements of aforementioned position.

I am looking forward to further discuss this job opportunity and how I can be a part of the success of Stratosphere, Inc.

Sincerely,

One final way to be noticed the reader and to show a personal touch is by adding a post script or PS to your letter personally handwritten if at all possible.(" Cover letter advice", 2007)

Reference:

Cover letter advice. (2007).   Retrieved March 15, 2007, from http://www. cvtips. com/cover\_letter\_guide\_3. html