

# How to Write a Letter of Inquiry for Internships

## OVERVIEW

A letter of inquiry is a letter that asks about possibilities for an internship within a specific organization. You can write a letter to a contact you identified through networking, to an organization that has been recommended to you, or to an organization you know about and have researched. Ideally you will want to find the name and title of the person to whom you are writing the letter. Always send your resume with the letter of inquiry. If you have located a phone number for the company, mention in your letter that you will follow up and contact them by phone. Sign your letter in one of two ways: 1) use an electronic signature or 2) print the letter, sign it, and then scan it to create a PDF that you send.

## LETTER CHECKLIST

### HEADING

- ✓ The top of your letter should be identical to the top of your resume. Think of it as your brand or as letterhead
- ✓ Underneath your name and contact information, put the date that you send the letter
- ✓ Below the date list the full name of person, the person's title, name of company they work for, and mailing address with zip code

### SALUTATION

- ✓ Address an individual by name (*may require web research or a phone call to the organization*)

### OPENING PARAGRAPH

- ✓ Introduce yourself as a Bellevue College student with a \_\_\_\_\_ major inquiring about the availability of an internship experience at the organization
- ✓ A short summation of how you identified the organization and why you want to be an intern with them
- ✓ End this paragraph with an overview statement saying that you have appropriate skills from your education and work experience to contribute to the organization

### SECOND/THIRD PARAGRAPH

- ✓ A reference to your enclosed resume and information about the knowledge and skills you have gained at Bellevue College including computer skills/programs used in and out of the classroom and what you are able to do
- ✓ If applicable, several sentences highlighting your previous experiences, including paid and unpaid work as well as volunteer positions, and how the skills gained from those experiences have prepared you to be an intern
- ✓ Beginning date and time frame of your availability for work (*fall, winter, spring or summer term*) as well as the number of hours per week available

### LAST PARAGRAPH/CLOSING

- ✓ A request for a reply by email or personal phone call
- ✓ Information about when and how you will contact the letter reader to follow up
- ✓ A standard closing statement such as "Sincerely", followed by your name and signature, and the words "Enclosure: Resume"

## SAMPLE LETTER OF INQUIRY

*Top of letter is an exact copy of the top of your resume with contact information*

Date

Name of recipient

Title

Name of Organization

Mailing Address

City, State, Zip Code

Dear Dr./Mr. Ms. \_\_\_\_\_,

I am a senior in Bellevue College's Bachelor of Applied Arts in Interior Design. I am seeking an internship for the summer of 20XX and while researching opportunities I became aware of GreenUp's outstanding reputation especially related to green building technology and sustainability. I have a strong interest in these aspects of interior design and would like to offer my skills as an intern with your organization.

As you can see on my enclosed resume, I am able to produce drawings, documents, and illustrations using a variety of software such as AutoCAD, Revit, SketchUp and those in the Adobe Creative Suite. My resume has a link to my portfolio where you can view the quality of my work as well as see projects where I've based my selection of materials on green and sustainable products.

I have a background in retail where I honed my interpersonal and communication skills. If you were to speak with my most recent supervisor, she would tell you I am always professional, have well-developed problem solving skills, and am an effective team collaborator.

I am available to intern from mid-June through mid-August for a total of 150 internship hours, about 15-20 hours a week. Internships are a required component of my degree program therefore I am flexible with both internship possibilities and compensation.

Please contact me at your earliest convenience for a personal interview where I can further describe how my knowledge, skills, abilities, and strengths can contribute to GreenUp's success. Thank you for your time and consideration.

Sincerely,

My name

Enclosure: Resume