

Job Inquiry Letter Sample

(can be used as a model for a printed letter or an email)

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December 1, 2019

Susan Trout
Recruiter
ATI
Human Services
P.O. Box 460
Albany, OR 97321

RE or Subject: Supply Chain Management Opportunities

▲ this briefly states the letter's purpose, which is something readers appreciate.

Dear Ms. Trout:

▲ this is a formal greeting/salutation; you can also use the person's full name instead of Mr., Mrs., or Ms. "Dear Susan Trout"

I am interested in any supply chain management positions ATI might have available now or in the near future. I have over 16 years' experience in the specialty metals industry, and I just completed a degree in Business Management at Linn-Benton Community College with a specific focus on supply chain management. ◀ the purpose is clear and two important and relevant points are stated right away in a single sentence

I have considerable hands-on experience as a welder and shop foreman at T&G Fabrications, and I am well versed in the CAD/CAM systems that ATI uses. ◀ using one or two specific things makes it more likely that the reader will remember them

My attached resume highlights my other qualifications. ◀ but don't assume they'll look at it, so if there's something important and relevant (like the experience and the degree in paragraph 1), it should go in I would greatly appreciate a chance to discuss how I might be able to contribute to ATI. ◀ state what *you* can do for *them*, not why you want the job

If you need further information about my credentials, I can be reached anytime at (541) 541-5411 or via email at techwriting@linnbenton.edu. ◀ make it easy for them to contact you

Thank you for your time and consideration. ◀ be sure to thank them

Sincerely, ◀ include a closing

John Johnson ◀ include your name (and signature if printed)