

## Letter of Inquiry

If you find a company of interest that has no positions posted, you can write to inquire how one finds out about employment opportunities. These letters are usually addressed to the human resources office. It is important to show that you've thoroughly researched the organization and to express your interest and qualifications. You can also check with the HMC Alumni LinkedIn group to see if you can connect with someone who works at the desired company.

Al Gorithm  
301 Platt Blvd.  
Claremont, CA 91711

January 5, 20XX

Marsha Goulart  
Human Resources  
Silicon Tech  
555 Techology Drive  
Mountain View, CA 94035

Dear Marsha Goulart:

I read your company's description in the *National Association of Colleges and Employers Job Choices* online magazine and would like to inquire about employment opportunities in your rotational engineering program. I am interested in working in software development and would like to relocate to Northern California after graduation.

I will receive my bachelor of science in computer science from Harvey Mudd College this May. My interest in software development started while I was in high school and developed further through a variety of research projects conducted during the academic years and summer. In addition, my internship at a large technology company last summer convinced me to pursue a career in software engineering. When I researched the top companies in Silicon Valley, Silicon Tech emerged as having a strong reputation for its excellent rotational program. In talking to some alumni who have had the privilege of participating in this program, I know that Silicon Tech provides the kind of professional environment where I can make an immediate contribution.

My resume is attached (or will follow) for your consideration. My education and experience match the qualifications you seek in your program, but they don't tell the whole story. I know from feedback from faculty and former internship supervisors that I have the interpersonal skills and motivation needed to build a successful career in software development. My recent experience gives me confidence in my career direction and in my ability to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will call you during the week of January 24 to discuss employment possibilities. In the meantime, if you would like to contact me, my number is 909.627.5555 and my email is [agorithm@g.hmc.edu](mailto:agorithm@g.hmc.edu).

Thank you for your consideration. I look forward to talking with you.

Sincerely,

Al Gorithm