

# Letter of Inquiry

903 North Cascade Blvd.  
Apt 84  
National City, ST 12345

October 9, 2006

Mr. Bill Daughton  
Senior Engineer  
JKH MicroElectronics  
2345 Northpark Blvd.  
Colorado Springs, CO 89045

Dear Mr. Daughton:

*Identify objective*

I am seeking a position in materials evaluation at a high technology company such as yours. I am aware from researching your firm that you have a training program for physicists and engineers.

*Refer to resume and point out your qualifications and special interests*

As you will note from the enclosed resume, I majored in Engineering Physics and participated in significant research. This background, as well as several business courses, has prepared me to combine an interest in motivating people with a desire to work in a technical environment.

*Arrange for an interview*

I would like to learn more about your trainee position, and I will contact your office the week of September 15<sup>th</sup> to arrange an appointment at your convenience.

Sincerely,

Karen E. Jones