

Letters of Inquiry

1234 Lomb Drive
Rochester, NY 14623

October 2, 20XX

Ms. Dianne Strand
Manager of Human Resources
Bloomberg LP
41 21st St NE
New York, NY 10023

Ms. Strand:

I am inquiring about the possibility of a management position with Bloomberg. Bloomberg tops the list of firms I hope to work for because of your close working relationship with clients and your focus on results. The following personal strengths allow me to contribute immediately to current client projects:

Proven analytical skills. At Polaroid I conducted in-depth market and financial analyses to evaluate new product opportunities and return on capital investment. I used activity-based cost analysis to evaluate product profitability, helping the company focus on high margin or strategically important products. While in the Navy, I saved over \$500,000 in shipyard costs through detailed analysis of operations.

Record of strong leadership and ability to work well with people at all levels. As a Navy officer, I successfully led large groups of people through the process of reorganizing a major telecommunications department. Our efforts improved crucial communications reliability by 35%. At Polaroid, I led multi-million dollar projects requiring interactions with a wide range of employees from shop floor operators to the CFO. Together we created new standards by which to measure future manufacturing projects.

Ability to operate effectively under pressure and conditions of uncertainty. Leading a crew of over 150 people during combat situations required me to make timely and effective decisions based on limited information. At Polaroid, despite lack of prior experience, I quickly learned the skills required to manage large capital projects on or ahead of schedule, while meeting or exceeding project goals. I enjoy problem solving, and am attracted to consulting because I thrive on new experiences and continuous learning.

Strength in building relationships and selling my ideas. At Polaroid, I persuaded senior management to make significant capital investments based on my demonstration of how specific projects could help them achieve core business goals. At the plant floor level, I earned the trust and buy-in of equipment operators to make major technology changes by involving the operators in key decisions.

I will contact you next week to further discuss the relevance of my experience to Bloomberg and your clients. If you would like to reach me, please call (585) 475-2303. Thank you for your consideration.

Sincerely,

Jane B. Smith

TRICIA BAKER

9040 Wheelwright Road • Clio, MI 48409 • (810) 876-5432

David L. Becker
CLU 4800 Fashion Sq. Blvd.
Suite 500
Saginaw, MI 48604

Dear Mr. Becker,

My name is Tricia Baker and I am seeking a new position in the Printing Industry. After ten years of business management, I am aware of the difficulties many employers have in choosing the right person for their company. We ask ourselves if this person will learn the job quickly, will they be loyal and reliable, and most importantly, will they help our company save time and money? Did you know that studies have shown that your chances of choosing the right individual for the job are only 3% better than if you had chosen that person's name out of a hat?

When you need a new person to fill a position on your team and would like to take the guesswork out of your hiring, please consider my qualifications. With three years of experience in the Graphic Arts and Screen Printing Industry from 1992-1995 and ten years of experience in Retail Management and Sales from 1982-1992, I have a well rounded background. I am a person who is resourceful and creative, self-motivated, takes lots of initiative, enjoys a challenge and has great physical stamina.

I will be relocating to the area in mid-December and would like an opportunity to meet with you in person to discuss your personnel needs and present some of my experience and accomplishments. Next week I will follow up with a call to your office in hopes that this can be arranged.

Sincerely,

Tricia Baker
TBaker@yahoo.com

Letters of Inquiry

JOYCE STROEBECH
578 Willow Drive
Walnut Creek, CA 94598
(510) 902-1228

Marilyn Sneider
Advertising Director, KARAN
9000 Maiden Lane
San Francisco, CA 94107

Dear Ms. Sneider:

I recently visited the KARAN offices in San Francisco and was immediately impressed by your positive and aesthetic environment for creativity. I especially connected with the inspirational messages mounted on the walls. Since then, I have read many articles about KARAN and have talked to several people about the company, including Jean Livingston in the International Dept. I am very impressed with your current ad campaign and its strong impact of color, simplicity, personality, and energy.

I knew from the beginning that I wanted to support the KARAN movement, to be a dedicated and integral part of the company. I believe very strongly in the KARAN commitment to individual style, fitness, fun, and originality.

I have many skills and experiences gained from my years of work and design, retail and wholesale, and management, as outlined in my resume. I have a good color sense, an eye for coordinating fabrics, fashions, and accessories, and a playful attitude. I'm a resourceful investigator, creative problem solver, and a strong motivator. I like to research new trends, analyze information, and discover new inspirations. I believe my experience and enthusiasm will make me a valuable team member helping KARAN continue to grow and inspire.

I would like to talk to you in person and discuss where my skills would benefit you the most. I am looking forward to hearing from you soon. The best time to reach me is between 9AM and noon, at (510) 902-1228.

Sincerely,

Joyce Stroebech
joyceS@hotmail.com

Letters of Inquiry

JAMES SHARPE
18 Central Park Street, Anytown, NY 14788
(516) 555-1212

(Date)

Alice Smith
Krieger, Skvetney, Howell
Executive Search Consultants
2426 Foundation Road
Anytown, NY 14788

Dear Ms. Smith:

Having spent the several years as an executive recruiter, I realize the number of resumes you receive on a daily basis. However, I remember how valuable a few always turned out to be.

The purpose of this communication is to introduce myself and then to meet with you about joining your organization.

In reviewing which business situations have been the most challenging and rewarding, the answer is the time spend in the search profession.

My background, skills and talents are in all aspects of sales and sales management. My research indicates that your expertise is in this area.

I have enclosed a resume which will highlight and support my objectives. I would appreciate the opportunity to meet and exchange ideas. I will call you over the next several days to make an appointment. If you prefer, you may reach me in the evening or leave a message at (516) 555-1212.

Thank you and I look forward to our meeting.

Sincerely,

James Sharpe
JamesSharpe@hotmail.com

JS
Enclosure

R·I·T

Office of Cooperative Education and Career Services
57 Lomb Memorial Drive · Rochester, NY 14623 · 585-475-2301, 585-475-6905 tty,
585-475-5476 fax
www.rit.edu/co-op/careers

9/3/2003