

1234 Hallmark Court  
Fort Wayne, IN 46825  
November 18, 2004

## Sample Letter of Inquiry

Mr. Juan Cortez  
Human Resource Manager  
Shamrock Toys  
2100 Main Street  
Indianapolis, IN 46706

Dear Mr. Cortez:

I have been following the development of Shamrock Toys and have been consistently impressed with your efforts to diversify your product line and incorporate cross-cultural influences into your educational toys. I would like to put my background in anthropology and children's education to work by helping you continue this important endeavor.

When I graduated from Indiana University, Fort Wayne in May, I was awarded the university's prestigious Mastodon Grant for high academic achievement in the field of anthropology. I have also implemented an educational program for children through the museum's public programming department. Throughout this project, I have had the opportunity to make regular use of some of your excellent products.

Though I hope to continue to support this project after I leave, my plan is to conclude my work here by the end of June. I would be happy to share some of the ways I have been able to put your products to work, and I would love an opportunity to discuss the possibility of employment in your company.

I have enclosed my resume, which provides a more detailed account of my academic and work experience. I will give you a call next week to discuss a good time for an appointment. If you need additional information, please feel free to contact me by telephone at (260) 456-9898 or by email at mcgurk@gmail.com. Thank you for your consideration.

Sincerely,

Collin McGurk

Enclosure