

SAMPLE LETTER OF INQUIRY

2345 Walter Way
Green Bay, WI 54311

October XX, 20XX

Ms. Susan Lowery
Internship Coordinator
Associated Bank
123 Adams Street
Green Bay, WI 54303

Dear Ms. Lowery:

During the Fall Job and Internship Fair at the University of Wisconsin – Green Bay, I had the opportunity to visit with Stella Burke, your College Recruiting Manager. She suggested that I contact you directly to receive more information about your summer internship program.

Through a course on financial institutions, I was exposed to many aspects of commercial banking. This represents a career opportunity that would allow me to combine my interest in finance and my strong interpersonal skills which I have developed through my various work experiences and campus activities. To compliment my academics and present work experience, I would hope to participate in an internship during the summer of 20XX.

I would appreciate any information that you could forward to me about your summer internship program. If you have any questions, I can be reached at (920) 883-XXXX. I look forward to receiving the information and speaking with you soon. Thank you for your time and consideration.

Sincerely,

Janet L. Smith

Janet Smith