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# **SAMPLE LETTER OF INQUIRY**

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2345 Golden Gate Ave  
San Francisco, CA 94118  
dfran@usfca.edu  
(123) 345-6780

April 3, 2012

Mr. James Catiggay  
Career Services Center  
2130 Fulton Street  
San Francisco, CA 94118

Dear Mr. Catiggay:

I learned about the Career Services Center after attending the Career Fair in March and attending drop in hours, and would like to inquire about internship opportunities as a career counselor in your office. I am interested to work for an organization such as the Career Services Center whose mission promotes knowledge, learning, and professional growth among the university students. More specifically I would really enjoy working within a department that provides the accessible and up to date resources for career planning and job search that aid in the professional development of your clients and go beyond the online resources and personal counseling.

I will receive my Bachelor of Arts in Psychology from the University of San Francisco in May 2011 and have a passion for counseling. I have numerous experiences in counseling since my sophomore year with wide age groups, but in my most recent internship I worked directly counseling teenagers at a public high school in the bay area motivating them to go to college. It was a truly rewarding experience working with children from diverse backgrounds and I was able to learn a great deal about what inspires young people. I would enjoy the opportunity to further develop my counseling skills while making a positive contribution at the Career Services Center.

I would like to meet with you to discuss my qualifications further and how I might contribute to the Career Services Team. I will follow up on this letter in a week to see if we can set up a time. Thank you very much for your time and consideration. I look forward to talking with you soon.

Sincerely,

(Your signature)

Donna Francisco