



LETTER OF INQUIRY - SAMPLE

627 North Grand Boulevard
St. Louis, MO 63105
August 3, 1998

Mr. Clarence T. McPherson
Recruiting Specialist
The Hyde Park Group
92401 South Broadway, Suite 140
Kansas City, MO 64154

Dear Mr. McPherson:

Recently, while reading through the Directory of Management Consultants, I learned that The Hyde Park Group routinely recruits and hires college graduates. Having lived in the Kansas City area for ten years, I am very familiar with your organization and its reputation for being a leader in the management consulting industry and am certain that my education and experience would compliment The Hyde Park Group's tradition of excellence.

As you can see from my resume, I recently completed my bachelor's degree in Management at Saint Louis University. While my degree taught me the basics of management theory, my four years of direct management experience have given me the opportunity to apply this knowledge to real-life situations. Furthermore, being actively involved in several campus organizations has helped me develop effective time management, communication and leadership skills. I believe these skills are critical to the success of any manager.

While working toward my bachelor's degree I was employed part-time by Management Solutions, Inc. After successfully demonstrating my common sense approach to management consulting, my supervisor requested that I evaluate and revise the company's Total Quality Management consulting policies. The team that assisted me with this project and I developed a TQM consulting program that is currently working extremely well in over 16 St. Louis area businesses.

I would appreciate a chance to meet with you to learn more about the Hyde Park Group. Please contact me at 314.678.1497 if you have any questions concerning my education/experience or wish to schedule a time to discuss possible career opportunities. Thank you for your consideration.

Sincerely,

LaRhonda S. Jackson

Enclosure