

SAMPLE INQUIRY LETTER

Sample 1: Networking

Clearly state who you are and your relevant area of study so they recognize why you are reaching out to them.

Providing options makes it more likely for the potential connection to accept the offer to meet, as you've made it easy on them to find time to do a short call/meeting. Emphasis on flexibility helps here.

Dear (Potential Connection),

I hope you're doing well and having a great day. **My name is (Full Name) and I'm a student at The University of Baltimore studying (Major)** I've seen your work at (Name of Company) as the (Job Title) and **am interested in learning more about the work that you do**, as it lines up with my professional interests and goals.

I am writing to you to see if we could find some time to speak, **either in person or virtually** so that I can **hear about your experiences and learn more about the work that you do**. I am happy to be flexible with scheduling if this would make things easier – any opportunity to learn from your experience is greatly appreciated. Thank you for your time and hope to hear from you soon. Have a great day.

Best,

(Full Name)

This emphasizes that the purpose of the outreach is to gain information, rather than being about what they can do to get you a job, which can be seen as overly aggressive.

Make clear that your goal is to learn from them. You can even make a clear connection with them if you state that you are interested in doing the same type of work as them, or that you see that they graduated from the same major/program as you. Connections like these make it easier for the reader to want to assist you.



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Sample 2: Job Opening Inquiry

Clear subject line establishes right away why you're reaching out to them and your specific area of interest.

Consider even providing specific examples if they had a significant recent accomplishment, or an aspect of their mission statement resonates with you. This is about establishing a relevant connection between you and the organization.

Emphasize appreciation for this - they are helping you out by giving you any information, and they're not obligated to do so. We want to make sure our first impression with them is positive and not seen as demanding or ungrateful.

Sample 2: Job Opening Inquiry

Subject Line: Expressing Interest in (Department/Team of Interest) at (Company Name)

Dear (Hiring Manager/Human Resources),

I hope that you are doing well. My name is (Full Name) and I'm an aspiring professional in the (Industry) field. I have been following the work that (Company Name) has done and have been impressed and intrigued, so much so that I am interested in exploring opportunities for employment with your organization if any are available. Based on my skills in (Relevant Skills) and experience in (Relevant Experiences), I believe that I would be a great fit for (Company Name) and the work that you do.

Are you aware of any current or potential openings in this department/team that might align with my qualifications? Any insights or recommendations you have are greatly appreciated. Thank you very much for your time and have a great day.

Best,

(Full Name)

Make sure these are relevant skills and experiences so they can envision how you would fit into their organization and bring value to them.

Saying 'current or potential' opens up the possibility that they may be aware of openings coming down the line which you should be on the lookout for.

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