

# ■ Sample Letter of Inquiry

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627 North Hickory Lane  
Decatur, IL 62522  
August 20, 2009

Mr. Clarence T. McPherson  
Recruiting Specialist  
The Hyde Park Group  
92401 South Broadway, Suite 140  
Indianapolis, IN 60003

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 Indianapolis 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 business management at Millikin 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 12 Decatur area businesses.

I would appreciate a chance to meet with you to learn more about the Hyde Park Group. Please contact me at 217.424.6294 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