



Sample Status Inquiry Letter

Ready Reference ♦ F-9

♦ OSU Career Services

Sample Status Inquiry Letter

(Use the same letterhead and contact information found on all correspondence and résumé.)

March 2, 2004

Mr. Jason Doe
Finance Manager
Energy Corporation
City, State Zip Code

Dear Mr. Doe:

May I inquire concerning the status my application for a summer internship position with Energy Corporation? After having submitted a résumé at the Oklahoma State University Career Fair in September, it was a privilege to interview on October 10th with you. How fascinating and informative to learn more about Energy Corporation's internship program. Although you must be busy, I did want to remind you of my sincere interest in the possibility of working with you this summer.

As you know, an excellent internship, such as the one you have posted, will provide valuable hands-on experience for a career in the energy industry. You can be assured that I will make every effort to prove to you my ability to learn quickly and efficiently. In doing so, you can be sure that I will strive for excellence in learning from you and your colleagues at Energy Corporation.

There is no other company with whom I would rather work this summer than with Energy Corporation. Would you please advise me as to the status of your selection process? In the event that you are not considering me as an internship candidate, I will channel my efforts on another opportunity.

Again, allow me to thank you in advance for your understanding and cooperation in this matter.

Sincerely,

(Your signature)

Stan Student

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