

SAMPLE LETTER OF INQUIRY #2

Date of Letter

Your Address

Your Phone Number

Recruiter's Name and Title

Recruiter's Address

Dear _____:

As a Product Development Assistant for the third-largest medical lab in the United States, I know what it takes to make products to compete with your biggest rivals. I would like to talk to you about how I might contribute to MedKwik.

- My unique credentials include:
- Master's degree in Chemistry
- Major projects in Marketing and R&D for major medical providers
- Over four years of successful new lab products acquisition and product development experience

Enclosed is my resume detailing my professional history. If, after reviewing it, you see a potential fit with your current assignments, please contact me. I can be reached at (618) 555-2222.

Sincerely,

[sign your name here]

Your Name