



Sample Status Inquiry Letter

Ready Reference ♦ F-9

College of Engineering, Architecture & Technology ♦ Career Services

Sample Status Inquiry Letter

Use the heading from your resume for your contact information

Date

Mr. Jason Doe, Engineering Manager
Aerospace Company
City, State Zip

Dear Mr. Doe:

I am writing concerning my application for a summer internship position with Aerospace Company. I submitted my resume during the CEAT Career Fair in September, and interviewed with you on October 10. I was very pleased to have the opportunity to interview, and to learn more about Aerospace Company's internship program. I understand and appreciate that you are busy, but I want you to know the sincerity of my interest in working with you this summer.

As you know, it is very important for students to obtain a quality internship if they plan to succeed in making themselves marketable to the fire and safety industry. I know I can do that by working with and learning from you and your colleagues at Aerospace Company.

I am in the process of making plans for this summer, and Aerospace Company is my first choice for a quality internship. Would you please advise me as to my standing as an internship candidate? I am only asking so that, in case I am no longer a candidate, I may place my sights on another opportunity.

Allow me to thank you in advance for your understanding and cooperation in this matter.

Sincerely,

Stan Student

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Revised 5/1/08