

SAMPLE PROSPECTING LETTER

231 Bogart Avenue
Indianapolis, IN 46299
(317) 555-1111

April 2, 2009

Ms. Susan Parker
Director
Community Services Center
918 Madison Avenue
Indianapolis, IN 46512

Dear Ms. Parker:

I am writing to inquire about existing or anticipated openings with the Community Services Center. I have long been aware of the many professional services provided by your agency and of the fine reputation you enjoy. I feel my interest in working with the elderly, along with my skills and motivation, would allow me to make a valuable contribution to your organization.

As indicated on my resume, I will graduate from Indiana State University in May 2007 with a bachelor's degree in Sociology. In addition to my academic studies, my work as an intern with the Region 7 Department on Aging provided a real-world perspective on the issues facing this growing segment of our population. Through this experience, I became quite proficient in interviewing techniques and, after considerable research, was able to make appropriate referrals to community, state, and federal resources. Following the completion of my internship, these skills were further enhanced by my work as a volunteer for Helping Hand, a referral service organization.

I am eager to use the skills I have acquired and am very motivated to gain a broader knowledge of the field, as I plan to pursue a career in this area. I feel your organization would be an excellent place to begin.

I welcome the opportunity to meet and discuss my qualifications. I will call your office during the week of April 9 to ensure you have received my information. Should you wish to contact me, I may be reached at (317) 555-1111. Thank you for your consideration.

Sincerely,

Jennifer Gray

Enclosure