**Entry Level Printed Inquiry Letter Sample**

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email Address

Date

Contact Name  
Title  
Company  
Address  
City, State Zip Code

Dear Mr./Ms. Contact,

Thank you for taking the time to review my resume. I have recently graduated from University College, and I am currently looking for a position in the Huntington area.

I am interested in an entry-level role with ABCD Company’s Accounting department, hoping to leverage my knowledge of corporate accounting and GAAP best practices to contribute to your operations. I have heard that ABCD is a wonderful company to work for, and I hope that I can be considered for the team.

If you have questions regarding my credentials and qualifications, please feel free to call or email me at namelastname@gmail.com.

Again, thank you for reviewing my resume. I look forward to hearing from you soon.

Sincerely,

Signature (for hard copy letter)

Your Name