

SAMPLE
Letter of Inquiry

January 4, 2004

Personnel Department
Irvine Public Schools
777 S.W. Cincinnati Street
Irvine, CA 37886

I am writing to inquire whether there will be fall teaching openings in the Irvine Public Schools for which I might be considered. My B.M.E. degree will be conferred from San José State University in May with a major in instrumental music education with a specialization in orchestra conducting.

As you will note from the enclosed résumé, I am currently student teaching in a middle school comprised of orchestra students from a diverse population. During this semester-long experience, I have had the opportunity to be part of a team setting, working and planning cooperatively with colleagues. My experience also includes working in an elementary school in an urban community, as well as with fourth-grade beginners.

My credentials, including references, are on file at the San José State University Placement Office. I would appreciate receiving application materials and any additional information regarding application procedures.

Thank you for your consideration.

(Signature)

Viola Jones

Enc.