



Sample Status Inquiry Letter

F7

123 College Street
City, State Zip
March 2, 2005



Stan Student's
Address

Mr. Jason Doe, Hiring Manager
Timber Management Incorporated
City, State Zip

Dear Mr. Doe:

I am writing concerning my application for a summer internship position with Timber Management Incorporated. I submitted my résumé during the CASNR Career Fair in October and interviewed with you on November 10. I was very pleased to have the opportunity to interview and to learn more about Timber Management's internship program. I understand and appreciate that you are busy, but I want you to reiterate my sincere 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 forestry industry. I know I can increase my marketability by working with and learning from you and your colleagues at Timber Management Incorporated.

I am in the process of making plans for this summer, and Timber Management Incorporated 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



Stan Student's
Signature

Stan Student