

EMAIL “LETTER OF INQUIRY,” OR “PROSPECTING LETTER”

[Subject: QC theory and applications]

Dear Mr. Wallace:

I recently found your name and description of the Office of Operations' activities while doing job-related research in the government section of the local library. I read several of your reports and articles as part of my research, and learned of the Department of Transportation's work in introducing Quality Circle concepts in DC operations. I am very familiar with QC theory and applications from my own work and, as I am interested in relocating to DC, wondered if you could use my skills.

My background in finance developed last summer while volunteering with the Rural Electric Cooperative Association of Coos County in New Hampshire. I researched methods of minimizing the cost of providing rural electrification so that the people in rural areas could afford it. The particular area that I examined concerned the feasibility of local distribution of normally imported electrical distribution line equipment. I prepared a report on my findings, and the Program Manager recently informed me that the report was very useful to two professionals who continued the project.

Attached is my resume to give you a better idea of my background. I will be visiting relatives in Falls Church, VA in a few weeks and would welcome a chance to meet with you to explore any current or future openings with your department. I will call you next week to see if your calendar is open around then. I look forward to seeing you.

Sincerely,

Wallace Smith