



GRADUATE PROGRAMS

OSU Center for Health Sciences

Sample Status Inquiry Letter

Status Inquiry Letter Format

Use the heading from your resume for your contact information

Date

Mr. Jason Doe, Engineering Manager
Aerospace Company
City, State Zip

Dear Mr. Doe:

I am writing concerning my application for a summer internship position with Aerospace Company. I submitted my resume during a pop up interview session in September, and interviewed with you on October 10. I was very pleased to have the opportunity to interview, and to learn more about Aerospace Company. I understand and appreciate that you are busy, but I want you to know the sincerity of my 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 fire and safety industry. I know I can do that by working with and learning from you and your colleagues at Aerospace Company.

I am in the process of making plans for this summer, and Aerospace Company 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,

Stacey Student