

Memo

TO: Donald Jones, Principal

FROM: Kevin Fauber

DATE: Current Date

SUBJECT: The main topic of your Routine Inquiry

These headers are all very standard and should be included as you see here (of course, change the names as appropriate). The Memorandum format allows you to maintain a degree of formality without being overly formal.

If you are sending this Routine Inquiry to someone you know fairly well, you might forgo this salutation. The salutation makes the Memo a bit more formal.

Dear Mr. Jones:

My name is Kevin Fauber, and I was a student at your elementary school, from kindergarten through the fifth grade. I have wonderful memories of my time at Roanoke Valley Elementary School, and I know a great deal of that is due to your leadership as principal. Currently, I am a senior at Virginia Tech majoring in Elementary Education, with an expected graduation date of next May. I am looking forward to embarking on a career in the education field. Now that I am planning for my future after graduation, I greatly value your insight, as a former teacher and current principal, on the following questions:

1. Will focusing on a sub-specialization, such as Special Education, assist me in obtaining a teaching position upon graduation over just Elementary Education?
2. Does it matter if I substitute teach in a private versus public school?
3. I currently volunteer in an afterschool program at a local elementary school. Do you see that benefiting me in future employment?
4. Since I graduate next May, would you be open to helping me find a position at your school after I graduate? I understand this is contingent on availability, but even if there are no positions, I would be open to volunteering within the classroom to help me develop my skills.

As a valued leader in this field, and in my hometown, your guidance would be greatly beneficial to me, and I am eager to get your insight. I want to have the same influence on today's students as you did on me some 15 years ago. Thank you for your time, and I look forward to hearing from you.

Sincerely,

Kevin Fauber
(540) 555-1234