

Memo

TO: Donald Jones, CEO

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.

FROM: Kevin Fauber

DATE: Current Date

SUBJECT: The main topic of your Routine Inquiry

Dear Mr. Jones:

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.

A mutual friend of ours, Sarah Winters, suggested I contact you to find out more information regarding software sales. My name is Kevin Fauber, and I am completing my bachelor's degree in business management and technology at the University of Virginia. I have a natural affinity toward people and a strong knowledge of software management principles that I would like to combine and put to use after graduation. I know you have been in this field for a number of years, and I would like to ask you a few questions to help my gauge my understanding, and needed skills to enter, this field.

1. What is the level of software engineering knowledge needed to be successful in this field?
2. I understand you have your degree in Information Technology. Are there any courses in that field you recommend I take to be successful?
3. I will graduate in May 2014. Would you be open to helping me find a position within your organization after I graduate? Even if there are no positions, I would be open to an internship to help me develop my skills in this area.
4. Are there any particular certifications you recommend I get in order to be more marketable in this industry?

As someone who has been in this industry for nearly two decades, your knowledge, or any advice you can give to me, will be valuable in helping me pursue this career choice. I know you are a busy professional, and I certainly appreciate the time you have taken to read this inquiry. I look forward to hearing from you and putting your recommendations into action.

Sincerely,

Kevin Fauber
(804) 555-1234

This complementary close gives the Routine Inquiry a slightly more formal tone. Not all Memorandum formats will call for this. It all depends on your audience and purpose.