

Inquiry About Youth Resume Writing Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about any youth resume writing assistance programs that you may offer. As a [mention your relation to the youth, e.g., parent, mentor, educator], I understand the importance of having a well-crafted resume, especially for young individuals entering the job market.

I would appreciate any information you could provide regarding workshops, one-on-one coaching, or resources available to help youth develop their resumes. Additionally, if there are upcoming events or registration deadlines, please let me know.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]