

SAMPLE NETWORKING LETTER

Jones Hall Box 345
Indiana State University
Terre Haute, IN 47809
(812) 237-XXXX

October 6, 2009

Ms. Marilyn Hopkins
Design Manager
Browne Design Corporation
1642 Winthrop Avenue
Indianapolis, IN 46321

Dear Ms. Hopkins:

I found your name in a listing of alumni profiled in the Indiana State University Alumni Directory. I am writing you in the hope of learning about your career path in commercial design and am seeking your advice and counsel as I attempt to make some important career decisions. While certain that I wish to pursue the area of commercial design, I am uncertain as to the type and size of firms that I should target and what entry-level positions would offer the most beneficial experience. I would appreciate hearing your views.

I have enclosed my resume to provide you with the details of my education and experience. It would be very helpful if you could offer a brief critique and any suggestions for improvement. I will call the week of October 20 to see if we could arrange a meeting at your convenience. Thank you for considering my request and I hope to speak with you soon.

Sincerely,

Susan Harrison

Enclosure