

Sample Networking Letters

Dear Mr. Green:

It was with pleasure that I found your name on the SMU Alumni & Hegi Career Services LinkedIn group. I am a graduating SMU senior exploring a career in Environmental Law. It has been a difficult decision for me to decide which environmental sector to focus upon and whether to apply directly to Law school or to pursue a Legal Assistant position following graduation.

I am contacting you because I am interested in your direct experience in this field, as well as your perspective on the pros and cons of various law programs, and their timing, with which you may be familiar. If possible, I would like to speak with you directly; I would anticipate no longer than a 15 minute call. In advance, might I email you a list of 6-7 related questions? Perhaps you could email a reply and one or two convenient times for me to phone over the next week or so to follow up. I look forward to your email and thank you for your consideration.

Molly Smith '10

***This letter was modified from its original version, which was written and published by Hiatt Career Center at Brandeis University. Thank you!*

Dear Brad:

Sally Smith suggested I contact you based on your experience in the publishing field. I am currently at Random House but looking to make a transition from the editorial side into marketing, which does not look possible in house.

I'm seeking the advice of seasoned professionals about how to best position myself and would very much appreciate an opportunity to meet with you briefly to get your perspective. Would you be available next week for a half-hour meeting?

I'll call you in a few days to see if we can set up a time that's convenient for you.

Sincerely,

John Holmes '07

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Southern Methodist University
6425 Boaz Lane
Dallas TX 75205
January 18, 2010

Ms. Jenny Williams '97
Associate Media Planner
Young & Rubicam
000 Avenue of the Americas
New York, NY 11111

Dear Ms. Williams:

I was delighted to find your name on LinkedIn because I am seeking an opportunity to speak with a SMU alumna who is an experienced professional regarding career opportunities in advertising and public relations. Although I have had an internship with a local advertising company, I am hoping to learn more about the national and international advertising marketplace from your perspective.

As an intern for The Richards Group, I gained an appreciation for the creative and organizational aspects of communicating effectively with targeted consumers of media. I have developed excellent analytical, decision making, and interpersonal skills through my studies in Art History and Economics, participation in the Student Government, and study abroad experience. My goal is to find the best way of presenting my skills and abilities to potential employers.

I would greatly appreciate having an opportunity to talk with you about your work and your point of view on effective job search strategies for graduating seniors like me. I will call you in the next week to see if we might be able to arrange a convenient time to talk. In the meantime, feel free to contact me at 214-555-5555. Thank you for considering my request.

Sincerely,
Katie White '10

Enclosure: Resume

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