

SAMPLE NETWORKING LETTER

Date of Letter

Your Name and Address

Your Phone Number

Contact's Name and Title

Contact's Address

Dear _____:

I'm writing at the suggestion of our mutual friend, David Hill, who suggested that I contact you for some assistance on a personal matter. I am looking for a job in the human resources industry, and David thought of you as a good person to contact for information.

I recently graduated with a B.S. in marketing from the University of Virginia, and I am ready to apply my knowledge to the human resources field.

Although I realize that your agency is not hiring at this time, I would very much welcome your assistance and guidance in my job search. As a respected leader in the human resources industry, perhaps you have professional acquaintances who know of a suitable opening. Also, I am hoping to locate other professionals who might help me learn more about the human resources field.

I will call you in the next few days to see if we can arrange a meeting.

Thank you in advance for your help.

Sincerely,

[sign your name here]

Your Name