

Sample Introductory Letter/Email for Networking

Jennifer Rite
23 Main Street
Bethlehem, PA 18015

September 15, 2004

Ms. Barbara Kelly
Title
Company
123 Main Street
New York, NY 10019

Dear Ms. Kelly:

I am currently involved in exploring (insert career field or specific occupation here) as a career path. I obtained your name through the Case Alumni Directory. I am hoping that you might be able to provide some information and guidance to me as I explore (insert career field here).

Would you be willing to speak to me for 15 minutes about your experience in this field? If so, is there a time that would be convenient for me to call you? (If you live close to this person, you may want to request an in-person meeting.)

Thank you very much for your time and consideration. I am looking forward to speaking with you.

Sincerely,

Jennifer Rite