

Sample Networking Letter (Modified Block Format)

Your Street Address
City, State, Zip

Date

Person's Name, Title
Company Name
Street Address
City, State, Zip

Dear Mr. or Ms.:

Mrs. McDonald, the Assistant Director of Career Services at Clayton State University, suggested that I contact you. He thought that you would be in an excellent position as an alumna to assist me.

As an Information Technology student, I am exploring which career path to pursue. Software Development, Database Administration, and E-Commerce work all sound interesting to me at this point, but I want to go into my interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better idea of the day-to day activities of a Database Manager.

I will call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

(Written Signature)

Your Typed Name