

Sample Networking Letter

1212 Swan Lake Drive
Jonesboro, GA 30236

August 12, 2008

Jessica Dean, General Manager
XYZ, Inc
4455 Zipper Drive
Newnan, GA 30263

Dear Mr. or Ms.:

The Office of Career Services at Clayton State University suggested that I contact you. They thought that you would be in an excellent position as a Clayton State Alumni 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)

Anne Wright