

Sample E-mail Networking Letter

Dear Ms. Friedberg,

Dr. Clifton Carr, Professor of Economics at Hunter College, suggested that I contact you. He thought that, as an alumna, you would be in an excellent position to assist me with a career decision.

As an economics student, I am exploring which career path to pursue. At this point securities, trading and investment banking work all sound interesting to me. I would like to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice regarding the industry.

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

Sincerely,

Scott Stevens

Remember:

- **Make a connection between yourself and the reader**
- **State your purpose without pressuring the reader**
- **Request a meeting indicating you will call to make arrangements**
- **Keep it brief and to the point**