



# Ready Reference F-6 Sample Networking Letter

## Networking Letter Format

Use the heading from your resume for your contact information

Date

Mr. I.M. Rich  
Huge Engineering Firm  
456 Major Industrial Street  
City, State Zip

Dear Mr. Rich:

Use this type of letter when you and the employer share a respected mutual contact. This can serve for both informational interviews and job applications. See Ready Reference F-4 and F-5 for other types of sample cover letters.

Dr. Cool, Professor of Mechanical Engineering at Oklahoma State University, suggested that I contact you. He thought that as an alumnus, you would be in an excellent position to assist me with some career development information.

As a mechanical engineering student, I am exploring which career path to pursue. I am very interested in design and manufacturing. I have had a long-term fascination with aerospace, and have always assumed a career in the defense industry would be for me. Recently, however, several of my classmates have entered employment with engineering consulting firms, something I had never considered. Discussions with them have expanded my thinking and created a whole new, growing interest area! I am trying to clarify my direction before I begin the on-campus interview process in the fall. Would you be willing to share your knowledge on the long-term career implications of each path to give me a better handle on the day-to-day activities of a consulting engineer? It would be very much appreciated.

Thank you for considering my request.

Sincerely,

Stan Student