

SAMPLE NETWORKING LETTER

Your Address

Date

Name, Title if known

Organization Name

Address

City, State, ZIP

Dear Mr. Brown,

I am currently a student at Edu-Tech University and I obtained your name through the school's Career Resource Center. I am interested in exploring the field of education, specifically teaching, in a private school. Therefore, I am writing to you because of your position teaching English at Ivy League University. If possible, I would like to arrange a time to meet with you to talk about your post-Edu-Tech experiences and about the education field in general.

I am currently a senior History major, with experience as a Teaching Assistant for the History Department. I write occasional articles for the Report and do a variety of community service work with children and have spent many summers working for a camp in New Hampshire. I have no direct teaching experience; however, through my on- and off-campus involvement, I have worked individually with a variety of people and am intrigued by the learning process that each of them goes through.

Others have often suggested that I should work with children, and teaching seems to be an appropriate fit for me. I know that I can work in a private school without certification; however, I have many questions about what it is like day-to-day on the job, how to present my strengths so that my lack of teaching experience won't prevent me from being hired and what to think about should I begin a job search in this field.

I will call you this coming week to follow up on this letter and I hope it will be possible to arrange a time with you to further discuss my interest in teaching. I appreciate that your time is valuable and I would be grateful for any advice you may have for me. Thank you for your consideration.

Sincerely,

Name