

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

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|----------------------|------|----------------------|
| | | Return address: |
| | | Name |
| | Date | Address Line 1 |
| | | Address Line 2 |
| | | City, State Zip Code |
| Name | | |
| Company | | |
| Address Line | | |
| City, State Zip Code | | |

Re: Introduction – Networking Letter – From Recent Graduate

Dear :

I am a recent graduate of {name of college/university}. I am eager and excited to become part of the {name} profession. Please allow me to tell you a little about myself.

As a student at {name of college/university} I majored in {major} and minored in {minor}. It was during my sophomore year in college, that I decided to pursue the profession of {name}. I graduated with a cumulative grade point average of {GPA}. I was a member of {clubs, memberships, activities}. During the summer of my junior year, I worked as an intern for {name}. Now that I have graduated, I would like to expand and continue my learning and experience to hone my skills as a {name}. I have many great assets to bring to a company. I am a quick and patient learner. Dependable, honest, and efficient are just a few ways to describe me.

I would love to meet and discuss the prospects of {company}. Please contact me at your convenience.

Thanking you for your time,

N A M E