

# NETWORKING CORRESPONDENCE SAMPLES

## DEVELOPING YOUR NETWORK

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Networking is the process of developing relationships with working professionals to exchange information, advice, and professional support. It is an on-going endeavor and can take place in the form of in person, phone or email exchanges. It's important to communicate effectively and professionally to make a good impression.

## OPENING PARAGRAPH

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### ➤ EMAIL TO FRIEND/ACQUAINTANCE IN A CAREER FIELD OR EMPLOYER OF INTEREST

Dear Mr. Smith\*:

*(\*if they are significantly older than you refer to them as Mr. or Mrs.; if they are a peer, call them by their first name)*

As you know, I am a junior at Goucher College working on my bachelors degree in [your major]. I am very interested in learning more about the field of [field or industry of interest] and your job as a [job title].

### ➤ FOLLOW-UP EMAIL AFTER MEETING SOMEONE

Dear Mr. Smith:

It was a pleasure meeting you at [place you met] on [date you met]. I am interested in learning more about [list job title, company, or industry of interest].

### ➤ MESSAGE TO A PROFESSIONAL USING LINKEDIN, THE GOUCHER PROFESSIONAL NETWORK OR ALUMNI CAREER COACH IN GOUCHER RECRUIT

Dear Mr. Smith:

I am a senior at Goucher College in Baltimore, Maryland and I am interested in learning more about [list job title, company, or industry of interest]. I located your profile through [the Goucher Professional Network, LinkedIn, or other group].

## REST OF THE LETTER THAT COMMUNICATES YOUR DESIRE TO LEARN

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My interest in the field is primarily within [list two or three of your interests related to the intended field of work or major]. I am exploring my career options for after graduation and I would like to get a better understanding of the typical duties of the jobs in the field. I am also interested in learning what skills and further education are necessary to be successful in [list industry].

If you are willing, I would appreciate setting up a brief conversation to learn about your experiences in this field. I am available next week on [days and times available] and would be happy to adjust my schedule to a time that is convenient for you.

Thank you for your time, and I look forward to your response.

Sincerely,

Geoff Gopher

## USING YOUR EXISTING NETWORK

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### ➤ EMAIL YOUR RESUME TO A CONTACT

Dear Mr. Smith:

With graduation around the corner, I am working hard to complete my bachelor's degree in *[major]*, which has included relevant courses to the *[department name]* at *[business name or organization]* such as *[list top three most relevant courses]*. As part of my education, I interned at *[name of internship]*, a *[description of internship site]*. At my internship, I developed *[types of skills]* and did *[types of experiences]*.

Aside from my studies and internship experiences, I *[talk about volunteer experiences, leadership roles on campus, extracurricular activities that show relevant and transferable skills]*.

I am excited to make the transition from the classroom to the professional setting. I am writing to ask if you would be willing to review my attached resume.. I'd appreciate getting feedback from an experienced professional. Should you feel it appropriate, I would appreciate you forwarding my resume to those who may be interested in my skills and experience. If you have any questions regarding my experience, please feel free to contact me at (555) 555-5555 or [ggoucher@goucher.edu](mailto:ggoucher@goucher.edu).

Thank you and have a great day!

Sincerely,

Geoff Gopher

## THANK YOU AND FOLLOW UP CORRESPONDENCE

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Dear Mr. Smith:

Thank you for talking with me on *[date you met]*. I enjoyed the opportunity to learn more about the field of *[field or industry of interest]* and your job as a *[job title]*. I appreciate you taking the time to share your insights about the skills and experience required to be successful in this field.

As discussed, I have attached my resume. Thank you for offering to review it. I appreciate getting feedback from an experienced professional.

Thank you again for your time and have a great day!

Sincerely,

Geoff Gopher

**For other tips & questions contact the CEO at 410-337-6191 or  
visit the CEO website at [www.goucher.edu/CEO](http://www.goucher.edu/CEO)**