



# Sample Networking Letter

F4

123 College Street  
City, State Zip  
Date



Stacie Student's  
Address

Mr. I.M. Rich  
Rich, Are, You and Associates  
456 Major Industrial Street  
City, State Zip

Dear Mr. Rich:

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

As an agricultural communications student, I am exploring the many career options available to me. I am very interested in the law profession. I also have a long-term fascination with government, and have thought about a career in agricultural policy and development. Recently several of my classmates have entered employment with agricultural producer associations, an area I had not previously considered. I am trying to clarify my direction before I begin the on-campus interview process and preparation for the LSAT in the fall. I would like to get your advice on the long-term career implications of each path, as well as gain a better understanding of the day-to-day activities of a lawyer specializing in agricultural issues.

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

Sincerely,

*Stacie Student*



Stacie Student's  
Signature

Stacie Student