

NETWORKING LETTER SEEKING INFORMATIONAL INTERVIEW

Patricia Rader
543 Clark St.
New York, NY 20002

September 18, 2009

Ms. Jennifer Hundahl, Partner
Dewey and Howe Brokerage, LLP
1400 Broad Street
New York, NY 10004

Ms Hundahl,

Dr. Clifton Carr, Professor of Economics at Olympic College, suggested that I contact you. He thought that, as an alumnus, you would be in an excellent position to assist me with a career decision.

As an economics student, I am exploring which career path to pursue. Securities, trading, and investment banking work all sound interesting to me at this point, but I want to go into next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path, as well as, a better understanding on the day-to-day activities of a broker.

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

Sincerely,

(Name signed in black ink)

Patricia Rader

PROSPECTING LETTER TO EMPLOYER

John Smith
604 E. College Avenue – Box 823
North Manchester, IN 46962

November 13, 2005

Brett Newkirk
Director of College Recruiting
Midwest Mercantile Company
4500 Randolph Drive
Chicago, IL 60601

Dear Mr. Newkirk,

I read about your Midwest Mercantile Company in a brochure at the Office of Career Services at Manchester College and would like to inquire about employment opportunities in your management training program. I want to work in retail management and would like to relocate to the Chicago area after graduation.

I will receive my Bachelor of Science degree in communication studies this May. My interest in business started in Junior Achievement in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. When I researched the top retailers in Chicago, Midwest Mercantile emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service and staff support. In short, you provide the kind of professional environment I seek.

My résumé is enclosed for your consideration. My education and experience match the qualifications you seek in your management trainees, but they don't tell the whole story. I know from customer and supervisor feedback that I have the interpersonal skills and motivation needed to build a successful career in retail management. My relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will contact your office during the week of December 1st to discuss employment possibilities. In the meantime, if you would like to contact me, my number is 260-982-2299 and my e-mail is adchin@manchester.edu.

Thank you very much for considering my request. I look forward to talking with you soon.

Sincerely,

(Name signed in black ink)

John Smith

Enclosure