

## Networking Job Letter

**This package contains:**

1. Instructions & Checklist for Networking Job Letter
2. Networking Job Letter

## Instructions & Checklist for Networking Job Letter

- This package contains (1) Instructions & Checklist for a Networking Job Letter; and (2) Networking Job Letter;
- This form is designed to assist you in drafting a letter to use a networking contact to request information or assistance in a job hunt.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I was given your name and contact information by [Name of Mutual Acquaintance].  
[He/She] suggested you may be able to assist me.

Currently, I am [Briefly Describe Current Position or Status]. It is my hope that I will be able to [Briefly Describe Desired Position]. It is my understanding that you *[Briefly describe here how you think the contact can help you. i.e. It is my understanding that you are currently hiring. Or it is my understanding that you have contacts within this industry.]*

I would welcome the opportunity to discuss this matter with you further. Is there a good time and place where we could meet? My contact information is located above, and I have enclosed a copy of my resume. In addition, I will follow-up with your office next week regarding this matter.

Thank you, in advance, for your consideration of this request.

Sincerely,

[Your Name]  
[Title if any or delete if none]

Enclosure