
Sample Networking Letter

*543 Clark St.
New York, NY 20002*

October 21, 2016

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

Dear Ms. Hundahl:

Dr. Clifton Carr, professor of economics at City College, suggested that I contact you. He thought that, as an alumna, 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 my campus interviews 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 of the day-to-day activities of a broker.

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

Sincerely,

Allison Harris