

Use this type of letter when you and the employer share a respected mutual contact. This can serve for both informational interviews and job application.

Networking Letter
(Use the same letterhead and contact information found on your résumé.)

Date

Mr. HR Manger
Quality Engineering Firm
456 Major Industrial Street
City, State Zip Code

Dear Mr. Manger:

Dr. Cool, Professor of Mechanical Engineering at Oklahoma State University, has spoken highly of your company and the advances you have made in cutting-edge technology. Since my passion is directly related to your own, he suggested that I contact you to learn more about how to best prepare myself for a similar career. Dr. Cool, an alumnus of Oklahoma State University, and I both believe that you would be especially able to advise me since you are well acquainted with our curriculum.

As a mechanical engineering student, I am interested in design and manufacturing. After having been fascinated with aerospace engineering for quite some time, I always assumed pursuing a career in the defense industry. Recently, however, several of my classmates have entered employment with engineering consulting firms, something I had never considered. Discussion with them have expanded my thinking and created a whole new, growing interest area! I would like to clarify the direction of my career goals before beginning the on-campus interview process in the fall. Would you be willing to share your knowledge on the long-term career implications of each path to give me a better handle on the day-to-day activities of a consulting engineer? It would be very much appreciated.

Thank you for taking the time to consider this request. I will call you late next week to see if a brief meeting could be arranged at your convenience.

Sincerely,

(Your signature)

Stan Student