



GRADUATE PROGRAMS

OSU Center for Health Sciences

Sample Networking Letter

Networking Letter Format

Use the heading from your resume for your contact information

Date

Mr. I.M. Rich
Huge Engineering Firm
456 Major Industrial Street
City, State Zip

Dear Mr. Rich:

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

Dr. Cool, Professor of Medicine at Oklahoma State University- Center for Health Sciences, suggested that I contact you. He thought that as an alumnus, you would be in an excellent position to assist me with some career development information.

As a health care administration student, I am exploring which career path to pursue. I am very interested in hospital management. I have had a long-term fascination with healthcare, and have always assumed a career in the healthcare industry would be for me. Recently, however, several of my classmates have entered employment with long term care facilities, something I had never considered. Discussions with them have expanded my thinking and created a whole new growing interest area! I am trying to clarify my direction before I begin 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 long term care facility manager? It would be very much appreciated.

Thank you for considering my request.

Sincerely,

Stanley Student