

This is a great example of a well-designed introductory networking letter created by job club graduate, Matt Crawley then later modified by JCC job club facilitator, Laura Johannesmeyer.

NETWORKING INTRODUCTORY EMAIL

Matt's introductory email provides the essence of a good networking letter – however . . .
YOU MUST CUSTOMIZE THE EMAIL USING YOUR OWN WORDS TO RELAY THIS ESSENCE.

INTRODUCTORY EMAIL to someone who works at one of your targeted companies

From: Matt Crawley
Sent: February 13, 2008
To: JKLMNOP
Subject: Sally Seeker referred me

JKLMNOP -

Please let me introduce myself. My name is Matt Crawley. Jobclubber KLM recommended that I reach out to you.

Recently, I mentioned to Jobclubber KLM my interest in ABC Company and asked him if he knew anyone who worked for the company. Jobclubber KLM immediately thought of you. Speaking highly of you, Jobclubber KLM encouraged me to connect. If you have the time, I would appreciate talking with you about your experience at ABC Company. Please let me qualify this email by stating that I do not expect you to know about any current job opportunities or to help me with my job search. My interest in meeting with you is for information gathering purposes only.

Just to give you a brief background on myself, I am an information technology professional who has been functioning as a Business Analyst. I am interested in finding something more challenging that better matches my professional goals. For some time now, I have been interested in getting involved in the technical sales process as a Sales Engineer.

I am hoping to have the opportunity to meet with you. I understand you are a busy professional and have a thousand of higher priority work to do. Therefore, I respectfully request 20 to 30 minutes of your valuable time. I am open to meeting you at Coffee Shop GHI at your convenience or perhaps you would allow me to buy you coffee one morning before work, again at your convenience.

Thank you. I look forward to meeting you.

Warm regards,

Matt Crawley

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