

Your first and last name
Mailing Address
City, State ZIP
Telephone Number(s)
Email Address
Current Date

Prospective Employer
Professional Title
Company Name
Mailing Address

Dear (Address target formally-Mr., Mrs., Professor, etc. – unless you were instructed to use first name):

Introduce yourself by explaining briefly why you are interested in this person, company, or position. Do not begin with, "Hi. My name is ____." Make a closer connection by stating how you heard about the person, company, or position by referencing a referral, an article, or an industry event, for example. For the body paragraph, give your background briefly. Make sure it applies to why you are interested in this person or company. State what you want from the recipient. For example, I would like fifteen minutes of your time to discuss _____. Explain that you'd be very appreciative of their valuable time and advice.

The closing paragraph should offer a specific action for following up. For example, "I will call your assistant to see if I can schedule an appointment with you." If you state a specific action, make sure you follow through with it.

Thank the recipient for his or her time and attention.

Sincerely,

Your signature in blue or black ink

Your printed name