

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 15, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

A mutual acquaintance, Annik Stahl, recommended that I contact you for advice. I am currently exploring the possibility of entering the data processing field after 12 years in medical equipment sales. With your expertise in data processing and your recent experience entering this field, you have insight that could prove extremely valuable to me.

I've enclosed my resume, which details my skills and background, along with a list of my accomplishments. I expect that several of my strengths will be quite transferable, such as attention to detail and the ability to work with complex technology. I would welcome your views on this observation, as well.

Knowing how busy you are, I would be most grateful if you could spare a few moments of your day for me. I will call your office shortly to arrange a meeting at a time that is convenient for you.

Sincerely,

[Your Name]

Enclosure

Copyright © 1996 by the McGraw-Hill Companies, Inc.