

[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]:

Because you graciously added your name to State University's Alumni Career Network, I am writing with the hope that you might spare a few minutes to advise a fellow alumnus.

I earned my BS in accounting at State, and have since enjoyed a successful career in the sales and marketing of consumer electronics and telecommunications. Now, I would like to bring the benefits that this solid background offers to a new field. Your role in the arts community, Ms. Valdez, could provide a perspective on this transition that would be of great value to me.

I will take the liberty of calling you next week to see if we might meet or speak on the phone. In the meantime, I have enclosed my resume to provide details.

I am grateful for your willingness to help fellow State graduates. I thank you in advance for helping me, in particular.

Sincerely,

[Your Name]

Enclosure:

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