

# NETWORKING COVERING LETTER

(Approaching a potential contact)

This letter is a request for an 'Informational Interview', a good way of finding out more about a profession or sector you are interested in. You may be surprised that there are potentially many people willing to give you help and advice, so never be afraid to use all available sources of contacts. Note: you are not asking for a job or work experience. LinkedIn can be a great source of contacts. Check out Brookes alumni at: [uk.linkedin.com/edu/oxford-brookes-university-12621](http://uk.linkedin.com/edu/oxford-brookes-university-12621)

53 Felix Street  
Wilmslow  
Cheshire SK9 6AU  
Email Address  
Phone Number  
14th November 2017

Mr Brown  
Marketing Manager  
Siemens Industrial Projects and Systems  
Sir William Siemens House  
Princess Road  
Manchester M20 3UR

Dear Mr Brown,

Jo Smith (of xxxx) suggested I drop you a line to see if it would be possible to arrange an informal discussion with you.

I have decided that I want to move into the field of xxxx. I am not looking for a job at present but rather to extend my knowledge of the sector and to see how suited I would be to working in it. I am a graduate (or undergraduate) of xxx, with a variety of work experience and skills which seem well suited to xxxx.

I have already undertaken some research into the field and the type of companies and roles available, and I can see my skills seem to be a good match for a number of jobs. At this stage I am now trying to meet with knowledgeable people to deepen my understanding of what it is actually like to work in this sector.

I would be very grateful if you could spare me 15-20 minutes for a discussion, at a mutually convenient time. I attach my CV for information and will give your office a call in the next few days to see if we can arrange to meet.

Yours sincerely,

Sam Crow