

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

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

Dear [Recipient Name]:

I am currently researching positions in the field of [industry or job field] and [Name of Person Referring You] suggested that you would be an excellent source of information. I would like to learn more about the types of jobs available in this field and the skills required for them.

As you will see from the enclosed resume, my education and work experience are in [job field]. I hope to transfer the skills that I've acquired over the years to a job in [industry or job field].

I hope that you can find 30 minutes to meet with me before the end of the month. I will contact you the week of [date] to set up an appointment. If you have questions, please contact me by phone at [phone number] or by e-mail at [e-mail address]. I appreciate your time in considering my request.

Sincerely,

[Your Name]

Enclosure