



## GRADUATE PROGRAMS

OSU Center for Health Sciences

# Sample Networking Letter

### Networking Letter Format

Use the heading from your resume for your contact information

Date

Mr. I.M. Rich  
Huge Engineering Firm  
456 Major Industrial Street  
City, State Zip

Dear Mr. Rich:

Use this type of letter when you and the employer share a respected mutual contact. This can serve for both informational interviews and job applications.

Dr. Cool, Professor of Medicine at Oklahoma State University- Center for Health Sciences, suggested that I contact you. He thought that as an alumnus, you would be in an excellent position to assist me with some career development information.

As a health care administration student, I am exploring which career path to pursue. I am very interested in hospital management. I have had a long-term fascination with healthcare, and have always assumed a career in the healthcare industry would be for me. Recently, however, several of my classmates have entered employment with long term care facilities, something I had never considered. Discussions with them have expanded my thinking and created a whole new growing interest area! I am trying to clarify my direction before I begin the on-campus interview process in the fall. Would you be willing to share your knowledge on the long-term career implications of each path to give me a better handle on the day-to-day activities of a long term care facility manager? It would be very much appreciated.

Thank you for considering my request.

Sincerely,

Stanley Student