

NETWORKING LETTER

(Non-advertised Job)

A networking letter is used when you are interested in applying to an organization that does not have an advertised position. Be sure to do your research on the organization that you are applying to so that you understand what they are about, what potential opportunities might exist and how you might be a good fit for their team. Your letter should include clear examples of how you've developed the skills and qualifications that would be of benefit to the organization.

Referencing the type of position here means that you do not have to repeat it in the first paragraph.

Avoid using "To whom it may concern" or "Dear Sir/Madam." Addressing your letter to the "Hiring Committee", "Selection Committee", "<Company Name> Personnel" or "Human Resource Personnel" is more appropriate if the job posting does not indicate a specific person's name.

Using transition/linking words help guide the reader to understand the direction of your thought, from one significant idea to the next.

ANITA CAREER
Broke, SK
306.555.1234
abc123@mail.usask.ca

September 30, 2017

Mr. Joel Robinson, Senior Researcher
Agri-Impact
987 Bright Futures Avenue
Regina, SK S5H 8G2

Re: **Agricultural Research and Field Testing Opportunities**

Dear Mr. Robinson:

As an industry leader in crop development, Agri-Impact is best known for sustainable and enhanced food quality. I had the opportunity to speak with you directly on September 20, 2017 at the University of Saskatchewan's Campus Career Expo, where it was mentioned that a number of opportunities are available for new graduates. As of May 2018, I will have obtained my Bachelor of Science in Agriculture, Crop Science, where I have honed my research skills and applied them to improving the quality and nutrition of crops. I am keen to transfer the knowledge, skills and abilities I have acquired within the crop science field to an entry-level position within your organization.

In my previous experience as a Research Assistant with NuGrowth Botanicals, I worked as a contributing member of the Crop Development Team. My role involved extensive fieldwork including seeding, spraying and harvesting of research plot trials. This experience highlights my ability to produce innovative and sustainable food production and, when complemented with my education, would be of high value to Agri-Impact.

As a participant in the College of Agriculture and Bioresources' Canadian Agri-Marketing Association (CAMA) Student Chapter, I will have the opportunity to develop additional skill sets relevant to Agri-Impact. For example, through collaborating with a team of five to compete at the 2018 National Agri-Marketing Association competition in Denver, I will refine my leadership skills; and through networking opportunities with local growers and agriculture-related businesses, I will further enhance my marketing and communication skills.

Through our conversation, I understand a wide variety of career opportunities are emerging as a result of the continued expansion of your progressive organization. I will contact you by telephone in the second week of October to ensure you have received my job search documents, as well as to enquire about possible employment within the company. Please feel free to contact me at 306.555.1234 to discuss my qualifications and interest in Agri-Impact. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Best regards,



Anita Career

Enclosures: Resume

The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.

#dontcopy

#inyourownwords

If you have any personal contacts in the company or if a person referred you to the position or organization, this is the best place to mention them.

Referencing important details that your contact has mentioned about the position or organization shows your attention to detail, interest and commitment to learning about the prospective employer.

Communicate your competencies (knowledge, skills, abilities) and experiences as they relate to the type of position you are seeking. Choose only the most relevant highlights from your resume and don't be afraid to utilize a cross-section of your life experiences.

Potential Experiences:

- **Academic:** Class assignments, individual/group projects, study abroad
- **Work-integrated Learning:** Experiential learning, community engaged learning, clinical placements, practicums, field-based instruction, internship, co-op placement
- **Work Experience:** Paid, volunteer