

NETWORKING LETTER

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 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" or "Human Resource Personnel" is more appropriate if the job posting does not indicate a specific person's name.

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

Anita Career
201 -110 Penniless Road
Broke, SK S7N 2C4
306.555.1234
abc123@mail.usask.ca

September 30, 2014

Mr. Joel Robinson, Product Development Manager
Agri-Impact
987 Bright Futures Avenue
Regina, SK S5H 8G2

RE: Research and Development Opportunities

Dear Mr. Robinson:

As an industry leader in product development, Agri-Impact stands alone in terms of innovation and quality. I had the opportunity to speak with you on September 17, 2014 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 2015, I will have obtained my Bachelor of Science in Agriculture and I am interested in entry-level positions within your organization.

My research background in the field, complemented by my education, would be of high value to Agri-Impact. As a Research Assistant with NuGrowth Botanicals, I worked as a contributing member of the Development Team. My role involved extensive fieldwork; including seeding, spraying, and harvesting of research plot trials.

Further, as a participant in the University of Saskatchewan Leadership Advantage program, I was able to learn and apply the principles of solid leadership: awareness, competence, and respect. As part of the program, I worked with a team of five students from a variety of colleges, as well as community partners, to investigate the feasibility of bringing a Science Centre to Saskatoon. Through this experience, I worked independently on various aspects of the project and brought back my research for integration with the team document. From this experience, I applied and learned how to effectively communicate with team members and manage numerous projects concurrently. Within your team-focused environment, I would be a valuable asset.

As you mentioned, the continued expansion of your dynamic organization is allowing a wide variety of opportunities. I will contact you the week of October 7 to ensure you have received my document and 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, Transcript of Grades

Remember these are examples; it is important that you create your own original cover letter content.

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.

Communicate your skills, abilities and experiences as they relate to job posting. Choose only the most relevant highlights from your resume and don't be afraid to utilize a cross-section of your academic, project, volunteer and work experiences.

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.