

Sample Exploratory/Networking Letter
Provided by UK's James W. Stuckert Career Center

3456 Westview Road
Lexington, Kentucky 40504
July 31st, 2008

Mr. Henry Turner
Human Resources Manager
You Marketing Company
12123 West Center Road
Louisville, Kentucky 68134

Dear Mr. Turner:

Sue Wilson, Career Counselor at the University of Kentucky, suggested that I contact you. She thought that, as an alumnus, you would be in an excellent position to assist me with a career decision.

I am exploring a career path in marketing and would love to speak with you about what you do on a day to day basis. I have had an internship with Smith and Smith that focused on print marketing. Your job duties in online marketing interest me.

I will plan to call you next week to see if we can arrange a meeting. Thank you in advance for your time.

Sincerely,

Bob Marketer