

Networking letter (General)

!AMES SHARPE

18 Central Park Street. Anytown, NY 14788
(516) 555-1212

(Date)

Phillip _____
(Title)
ABC Corporation
1 Industry Plaza
Anytown, NY 12096

Dear Phil:

I was over at _____'s house a few weeks ago to pick up some information to aid me in my job search. You guessed it, Phil, I'm in transition. I was one of the many who was caught in _____'s downsizing a few weeks ago. As part of the information _____ gave me, _____'s newsletter was included.

I am not calling you or sending this letter to ask you for a job, but I could use your help in my job search. If you know of a position in your company or can give me any leads, I would appreciate it greatly. I'm sure you know how difficult it can be to develop a solid resume, job leads, interviews, etc., and with the local economic situation such that it is, the job of finding a job is compounded. I've included a copy of my resume for your reference and file.

I can be contacted at either my home phone number (555-1212) or at the _____
Outplacement Center at 555-1414. I will call you in a few days to follow up.

Sincerely,

Y^{OZ}/ZeN/ fki:PAe

James Sharpe

JS
enclosure