

Power Phrases

Consider using adaptations of these key phrases in your networking letters.

It was good talking with you again. As promised, I am enclosing a copy of my resume for your information. If any appropriate opportunities come to your attention, I would appreciate it if you would keep me in mind.

After you have had a chance to look over the resume, please give me a call.

I am beginning to put some "feelers" out in advance of the completion of my degree in December.

I do not intend to target any specific type of job. I am open to most anything that my qualifications will fit. My only criteria are the following:

I would appreciate any advice and/or referrals you might be able to give me.

I am looking for a position in management and would appreciate any assistance you could provide.

As always, it was good to talk with you. Your positive outlook is catching. I've been called the eternal optimist, but I always feel more upbeat after a conversation with you.

Many thanks for the words of encouragement and taking the time from your busy schedule to help me. It truly is appreciated. I have never faced an unemployment situation like this before.

It was a pleasure to speak with you on the telephone recently and, even more so, to be remembered after all these years.

For your information, enclosed is my resume. If any situations come to mind where you think my skills and background would fit, or if you have any suggestions as to others with whom it might be beneficial for me to speak, I would appreciate hearing from you. I can be reached at the telephone numbers listed above.

He assured me that he would pass my resume along to you; however, in the event that it has not reached you yet, I am enclosing another.

Perhaps you know of a company that could use this scope of experience. In this regard, I enclose a copy of my resume outlining a few of my more significant accomplishments.

My objective is to find a _____ level position at a marketing driven company where my skills can contribute to the firm's growth and profitability.

I am not limited by location and would consider the opportunity wherever it presents itself.

First of all, let me sincerely thank you for taking the time and trouble to return my call last Monday. I found our conversation informative, entertaining, and (alas) a little scary. Needless to say, I genuinely appreciate your prompt response and generous, helpful advice.

Again, a thousand thanks for your time and consideration. If I might ask you one last favor, could you please give me your opinion of the revision? A copy is, as usual, enclosed.

I am writing to you in response to our recent conversation over the telephone. I thank you for your time and your advice. It was most generous of you and sincerely appreciated. Please accept my apologies for invading your privacy. I anticipated an address for written correspondence from an answering service.

I look forward to hearing from you on your next visit to
_____.

I hope you'll keep me in mind if you hear of anything that's up my alley!

I recently learned that your firm is well-connected with manufacturers in the _____ area and does quality work. We should talk soon, since it's very likely we can help each other. I'll be in the office all next week and look forward to hearing from you. I have alerted my secretary; she'll put your call right through.

_____ suggested that I contact you regarding employment opportunities.

After many years in the _____ community, I have decided that a career change is due in order to use my interpersonal skills to their fullest.