

## PROSPECTING LETTER OR E-MAIL

This type of letter should be sent when you are not applying directly to a specific advertised position, but are soliciting potential opportunities or requesting an informational interview.

**Your Name and Contact Information**  
(as it appears at the top of your resume)

Date

Contact Person's Name  
Title  
Company Name  
Address  
Chicago, IL 60607

Dear Mr./Ms. (Name):

(Name of organization) came to my attention because (reason – an article you read or a referral from someone in your network). I am eager to learn more about how my education and experience might be a good fit with (name of organization)'s needs. I am currently a (sophomore/junior/senior) at the University of Illinois at Chicago (UIC), seeking an (internship/entry level position) related to (your occupational goal or major).

My background includes (give a very brief history of your academic background as well a very brief example or two of the experience you have that RELATES directly to the employer and or position. At all costs **avoid clichés** that are used by almost EVERY job seeker, such as "I'm a highly motivated person who works well alone as well as in a team and I feel that my background and experience fit well with your company". Provide a detailed example of what you have to offer and contribute to the organization.)

I am very interested in a possible opportunity with (name of organization) and look forward to hearing from you at your earliest convenience. *Be proactive and initiate future contact:* I will contact you in the near future to discuss potential opportunities. I can be reached at 312-123-4567 or by email at email@uic.edu. Thank you for your time and consideration.

Respectfully,

(Your Name -- be sure to sign if sending a letter)

## NETWORKING LETTER OR E-MAIL

A networking contact is brief and should be used when you have made a contact at a conference, meeting or any social event. Professional interactions can occur anywhere, at any time, so always be prepared to give and receive a business card.

From: j-upweke@uic.edu  
To: henry.harris@field.org  
Subj: Follow up to our conversation at the White Sox game on Sunday (be specific to remind the person where you met them)

---

Dear Mr. Harris:

It was a pleasure to meet you at the White Sox game last Sunday. I was especially interested in hearing about the projects that you are working on at (name of organization). As I mentioned to you at the game, I am a recent graduate of UIC with a degree in (name) and would love to learn more about a possible (internship/entry level) opportunity with (name of organization).

My background includes (give a very brief example of the experience you have that RELATES directly to the company). I look forward to meeting with you again to further discuss a possible opportunity with (name of organization). I will be contacting you in the near future to arrange a brief meeting to learn more. Thank you for your time and consideration. I hope you enjoyed the ball game as much as I did!

Respectfully,

(Your Name)