

SAMPLE NETWORKING OR INFORMATIONAL INTERVIEW LETTER

123 Main Street
Marinette, WI 54143

April 12, 20XX

Mr. Joseph Renoir
Owner/Entrepreneur
Phoenix Photography
123 University Avenue
Green Bay, WI 54311

Dear Mr. Renoir:

During the Dining Etiquette program at the University of Wisconsin – Green Bay, we were briefly introduced by a member of the Career Services staff. As a student in the Communication program at the university, I am developing a strong interest in photography as a career and would be very interested in speaking with you about your experiences as a professional photographer.

My background includes several part-time jobs, including a position I have recently started at the Camera Corner, a local photography studio and retail store. I have always had an interest in photography, which prompted me to register for the Introduction to Photography course offered next fall. I am interested in hearing what you feel are the positives and negatives in the field, what advantages or disadvantages different college majors offer, and what types of experiences you would recommend I pursue.

I would greatly appreciate an opportunity to discuss your thoughts on the field of photography, either in person or over the phone. Please contact me at (715) 732-XXXX or at janestudent@uwgb.edu to find a mutually convenient meeting time. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Jane B. Student

Jane Student