

**Sample 5: Networking Letter
(Modified Block Format)**

21 Hayward Street
Yonkers, NY 10704
April 21, 2003

Ms. Cynthia S. Kennedy, Manager
Jones, Smith and Doe, P.C.
Certified Public Accountants
1400 Amsterdam Avenue
New York, NY 10091

Dear Ms. Kennedy:

Dr. Carr, professor of accounting at Manhattan College, suggested that I contact you. He thought that you would be in an excellent position as an alumna to assist me with a career decision.

As an accounting student, I am exploring which career path to pursue. Public accounting, management accounting, and IRS work all sound interesting to me at this point, but I want to go into my campus interviews next semester with a clear direction. I would like to get your advice on the long-term implications of each path as well as a better handle on the day-to-day activities of a CPA.

I will call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

(Written signature)

Janis K. English