

COVER LETTER WRITING

Networking Letter Sample - Request for an Informational Interview

Akira Kobayashi

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Mr. Richard Papadopoulos
System Administrator
Computers R Us, Ltd.
Toronto, ON M6M 1W3

February 15, 2017

Dear Mr. Papadopoulos,

Roy Patel, my Work Study position supervisor, suggested I contact you. We were discussing my future career interests, and he mentioned that you might be willing to share your experiences and view points on the current opportunities and marketplace for upcoming IT graduates. I am a 3rd year student at York University, studying Information Technology and am beginning to gather information about my options so that I can make informed decisions about future positions, additional education, and other career-related concerns. I am familiar (and impressed!) with the work of Computers R Us, Ltd. I recently used your "Wire Me" software in my database design course and found it very user-friendly.

Among the things I might like to discuss are key IT skills that new graduates will need, the role of certification programs in employers' assessments of candidates, and any trends you might have experienced or observed that seem to be changing the IT world. We have been discussing the outsourcing and off-shoring of IT functions in a class, so that is certainly on my mind. In any case, based on what Roy said about your career so far, I am sure that any guidance you could provide would be most valuable and appreciated.

I am excited at the prospect of learning from you, and will call you early next week to see if we can arrange a meeting. I will need no more than twenty minutes of your time. If you would like for me to provide a resumé in advance so that you can get to know my background, I would be happy to provide it. In the meantime, if you wish to reach me, my phone number is (416) 893-3733 and my email is akobayashi@my.yorku.ca.

Hoping to meet you soon.

Regards,

Akira Kobayashi