

Networking/Informational Interview Letter

4960 Colony Manor Drive
Rochester, NY 14623
[Date]

Mr. Ralph Goldman
Sales Manager
United Fruit Company
Industrial Park
Rochester, NY 14620

Dear Mr. Goldman:

After reviewing major corporations in the Rochester area, I have learned that your company has a long history of success in selling to a wide variety of wholesale and retail clients. As a sophomore at RIT, I would like to learn more about the operation and management of large organizations. I am writing to ask for an appointment to talk with you about your role as Sales Manager at United Fruit.

Although I will be seeking co-op employment within a few months, I do not intend to ask you for a job. Rather, I want to gather information from you about the process by which you direct the organization. I believe that you can give me valuable insight about preparation for a career in management and perhaps a few principles, which you have learned from your experience with United Fruit. I am asking professionals in several major corporations to help me understand their businesses before I make direct application for employment.

I need only 15-20 minutes of your time to accomplish my objectives because I have prepared the questions I wish to ask you. I will contact you later this week to arrange for an appointment. If you would like to reach me, my phone number is 585-245-1718; my e-mail is jxx1234@rit.edu. Thank you for your consideration.

Sincerely,

(Signature)

Jay Brown

R·I·T

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