

SAMPLE NETWORKING LETTERS FOR GRADUATES

GRADUATE
320 HAVERFORD STREET • PHILADELPHIA, PA 88410
215.429.7936 • graduate@yahoo.com

March 10, 2008

Michelle R. Woesner, Esq.
Collins, Woesner & Porter
125 Mullbery Street, Sixth Floor
Philadelphia, PA 84026

Dear Ms. Woesner:

Sophie Starrett recommended that I contact you. She has described your firm as a dynamic environment in which to do important plaintiff-side work and a good fit for fellow graduates of Vermont Law School with public-interest leanings.

Having recently returned to Philadelphia after completing a federal clerkship, I would be very interested in speaking with you about either doing contract work or securing an associate position. Beyond the intensive research and writing that traditionally comprise a clerkship, this past year I had the extra challenge of working with a judge who had been on the bench for less than two years. Having no “boilerplate” decisions available, each project I worked on was novel to the chambers and required wholly original writing and analysis. Because of this, I emerged from this demanding experience with the ability to get quickly and independently up to speed on complex projects involving issues and materials largely unfamiliar to me.

In addition to developing my research and writing abilities, I gained broad experience communicating with and representing clients during a six-month tenure at Greater Boston Legal Services. This in many ways built on client skills I cultivated while running my own catering business prior to law school. Both positions required me to conduct extensive negotiations with and on behalf of my clients, and reinforced lessons of persistence and patience.

I have been admitted to the state bar of Massachusetts, and recently sat for the February Philadelphia bar exam. I would appreciate the opportunity to meet with you to discuss the work your firm is currently handling, and how I might contribute to those efforts. Thank you in advance for your consideration.

Best,
Graduate

2 Stage Way
Roslindale, MA 02112
July 7, 2007

Scott H. Sherman, Esq.
Enter & Tainment, LLP
1000 W. Hollywood Blvd
Los Angeles, CA 90026

Dear Mr. Sherman:

I am contacting you because I intend to relocate to the Los Angeles area within the next few months to pursue my long-standing interest in entertainment law. I am writing to see if you would be willing to speak with me over the telephone to give me some advice and a sense of the legal job market in Los Angeles in this area of law.

I am currently a corporate attorney at a large law firm in Boston, Massachusetts, where I enjoy the people I work with but find that I am not satisfied or challenged by the substance of my day-to-day work. I am very interested in licensing, distribution, and contract negotiation, as well as the development, production and enforcement of intellectual property assets and rights.

I firmly believe that a passionate lawyer is a successful lawyer. I seek to share my passion for the entertainment industry and the law with a firm that is equally dedicated to bridging the gap between the creative and business worlds. I am very hard-working and ambitious and believe I have particularly strong client skills. One of the most important things I have learned from my current job is the significance of developing and maintaining client trust and loyalty. My goal is to create opportunities for individuals and corporate entities to work as a team, to expand and grow to their fullest potential, and ultimately to thrive in today's marketplace.

I am available to speak with you at your convenience to discuss my interests and qualifications in detail. I can be reached at 617-442-1190. Thank you for your time.

Warmest regards,

Graduate

4567 Small Street
Medfield, MA 02223
November 10, 2007

Joseph Ross, Esq.
Roberts, Davidson & Hart
601 Main Street
Medfield, MA 06511

Dear Mr. Ross:

Maryann Garrison informed me that you would be receptive to reviewing my resume and writing sample. I have enclosed these materials for your consideration.

As my resume indicates, I have over six years of experience in immigration law, including two years working at Connecticut Legal Services in the Immigration Unit. I have been a member of the American Immigration Lawyers Association for many years. Your name is familiar to me because a number of years ago, I attended a workshop at an annual AILA conference in which you were a panelist.

I have taken some time off from working over the past few years because I had to take care of some family and personal matters. During this time I relocated to Massachusetts. I am very excited about getting back into the workplace and I very much appreciate your willingness to speak with me. The best way to reach me is on my mobile phone; the number is (123) 456-7890. I look forward to hearing from you.

Sincerely,

Graduate

Enclosures

To: emmaployment@rcn.com
cc:
bcc:
Subject: Outreach to VLS alum

Dear Emma-

I am a 1998 graduate of Vermont Law School and am writing to you as a fellow VLS graduate to see if you would be willing to speak with me about your firm and your employment practice.

My husband recently accepted a position in Washington, DC and we will be moving from Massachusetts at the end of January. I have been practicing plaintiff-side employment law in Massachusetts for the past five years. After a year of working as a contract attorney for the MCAD, I joined the firm of Pressberg & Hillman where I continue to work as an attorney primarily representing individuals in employment discrimination matters.

I have been very happy doing this work and am looking to move to a similar setting in the DC area. I have family members in DC and have spent a significant amount of time in the area, but am unfamiliar with the legal landscape and thought that you might be able to give me some career guidance as I seek to make this transition.

I will give you a call after we move to see if we can arrange for a time to meet. In the meantime, if you would like to contact me, I can be reached at this e-mail address or at my home or work phone numbers (h: 781-235-5186; w: 617-373-3142.) I look forward to meeting with you.

Graduate