

Networking Letter (Modified Block Format)

543 Clark St.  
Washington, D.C.  
October 21, 2003

Ms. Jennifer Hundahl, Partner  
Dewey and Howe Brokerage, LLP  
1400 Broad Street  
New York, NY 10004

Dear Ms. Hundahl:

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

As an economics student, I am exploring which career path to pursue. Securities, trading, and investment banking work all sound interesting to me at this point, but I want to go into my campus interview next semester with a clear sense of direction. I would let to get you advice on the long-term career implications of each path as well as a better understanding on the day-to-day activities of a broker.

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

Sincerely,

Allison Harris

*Cited from: Job Choices for Business and Liberal Art Students, 47<sup>th</sup> edition, 2004*