

YOUR NAME

ADDRESS
CITY, STATE, ZIP CODE
PHONE NUMBER EMAIL

Date

Mr. Soand So
Title or Department
Address
City, State, Zip

Dear Mr. So,

Barry Bertram, whom I met at a recent meeting of the Association of Financial Analysts, suggested I contact you about my interest in entering the Finance field, specifically in a Corporate Finance capacity. I'm currently an MBA student at Pepperdine University's Graziadio School of Business where I am emphasizing Finance. I have worked as an Accountant for two years, and recently interned at Morgan Stanley in the Investor Relations area. I have experience conducting financial analysis and research and have finely tuned skills in forecasting and modeling using advanced Excel expertise.

I would be very grateful for any suggestions you might have.

I'd like to contact you in the near future to "pick your brain". I would only need about 20 minutes of your time and will greatly appreciate any advice you can offer.

Thank you in advance for your time. I look forward to meeting you.

Sincerely,

NOTE: DO NOT SEND A RESUME WITH THIS TYPE OF APPROACH LETTER TO A COLD CONTACT - BRING YOUR RESUME TO THE MEETING OR SEND IT TO THEM IF THEY ASK YOU FOR IT. YOU ARE NOT GOING TO TALK ABOUT A JOB -- YOU ARE GATHERING INFORMATION