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May 1, 2006

Dr. Ingrid Jones
Associate Professor of Anthropology
Arizona State University
Phoenix, AZ 35996

Dear Dr Jones,

My thesis advisor, Dr. Alex Sandoval, provided me your name and address. He suggested I contact you as a valuable source of information on my thesis topic as well as someone I should speak with concerning my professional academic goals. Currently, I am a Ph.D. student at the University of New Mexico (UNM) in Albuquerque, in the Department of Anthropology.

I will begin writing my dissertation Spring 2007 with the goal of receiving my doctorate December 2007. My dissertation is entitled, "Indigenous Roles and Cultural Values of Urban Quechan Indians in Northern Mexico." My research focuses on how Quechen Indians in the areas around Chihuahua Mexico adapt their traditional customs and cultures living in urban environments for specific seasons, then return to their mountain communities. I have already traveled several times to Northern Mexico to conduct on-site interviews and observation and plan to continue my research this summer and fall.

Working with Dr. Sandoval, we have been developing a time line and professional goals for me in terms of my dissertation and overall academic aspirations. He mentioned you as a colleague and described your academic background as well as research interests. From what I have heard, I am very interested and excited to speak with you, either in person or via phone.

I understand that you have a very hectic schedule. My schedule is flexible and I can arrange a meeting time around your needs. I will be following this letter with a phone call to your office next week to see if we can schedule 30 minutes of your time to further discuss my goals and interests. I am enclosing my CV to give you an opportunity to quickly glance over my education background and experience.

Thank you very much.

Sincerely,

Suzanne Smith

*Sample networking letter sent from a graduate student to a network contact.
This is a fictional person and networking letter created by UNM Career Services*