

Dear Mr./Ms. _____ :

I am a sophomore Interdisciplinary Humanities major at MSU focusing on art history, professional writing, and Spanish. Careers that combine multi-media communication skills with socially conscious work are very interesting to me and I'm currently exploring those kinds of options. I'm also a member of MSU's Spartan LINKS group on LinkedIn, and found you through the Communications, Media & Public Relations subgroup.

Your background in journalism and nonprofit management at the _____ Foundation and _____ Associates is fascinating to me. I know that you are very busy, but if you have the time, I would love to set up a meeting (no more than 30 minutes) to learn more about how a fellow Spartan got started on this kind of path. I am planning a trip to Chicago for next month—if your schedule allows, I am hoping that I can arrange my dates around our meeting. If a phone conversation would work better for you that would be fine too.

Thank you for your time,

y o u r n a m e