

Networking Letter

1256 Long Road
Greensboro, NC 27410
May 14, 2012

Mr. Steve Henderson
Activities Coordinator and Manager
ABC Country Club
Greensboro, NC 27455

Dear Mr. Henderson:

Shelley Landit, a close friend of mine, suggested that I contact you. Shelley and I were roommates while in a Study Abroad program in London last semester. We have also become close friends while participating in Women's Club Volleyball and Soccer at UNCG, and I understand that you share our interest in recreational sports.

I am currently working towards a B.S. in Recreation, Parks, and Tourism. Last week I mentioned to Shelley that I am having trouble deciding between a concentration in Leisure Services Management and Therapeutic Recreation. Since Shelley had such a great experience being supervised by you at ABC Country Club, she suggested that I contact you to learn more about the day-to-day operation of a leisure-related business.

As you can see from the enclosed resume, I have been involved in many leadership positions which have helped me to develop strong interpersonal and organizational skills. I am anxious to learn more about Leisure Services Management and whether my skills, interests, and experiences will match well. Additionally, I feel as though I may need related workplace experience to know for sure where I can contribute the most. Perhaps you may be aware of someone who is currently seeking an intern for the summer or fall in any area of recreation or tourism. If not, I would appreciate your suggesting some key contacts within the industry whom I should approach.

I will contact your office during this coming week to discuss the possibility of a meeting, perhaps over lunch. I look forward to the prospect of speaking with you personally.

Sincerely,

Natasha Nelson

Natasha Nelson

Enclosure