
John Doe

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Dear _____,

I am actively pursuing employment and would sincerely appreciate your help.

In today's environment, I know that two events are occurring: 1) job opportunities are often not advertised, and 2) employers are more likely to hire based on referrals. For these reasons, I am writing to ask if you will help me. I consider you a leader in this community and respect your advice and counsel.

I am looking for a position in Plumbing Design. Plumbing design is the design of plumbing/piping systems for residential, commercial, and medical buildings. My top three qualifications and strengths are: 15+ years experience in the plumbing design field; extensive experience with AutoCAD and Microstation, and trained on Revit; and proficient with field inspections and reporting. I was recognized by my former employer for work done on the study phase and final calculations of close to 200 projects. An ideal environment for me would be a full service architectural firm, or an MEP (mechanical, electrical, plumbing) engineering company.

_____, I will contact you on October 7 to ask for a 15-minute informational meeting to seek your recommendations regarding my job search. Thank you very much, in advance, for your willingness to help me. If you would like to share some relevant information prior to that time, I can be reached at the email address and phone number above.

I look forward to speaking with you next week.

Respectfully,

John Doe

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