Barbara Smith

123 Main Street, Anytown, CA 12345 · 555-212-1234 · barbara.smith@email.com

August 3, 20XX

Bob Smith

Talent Evaluation

AMCE Recruiting

123 Business Rd.

Business City, NY 54321

Dear Bob,

I'm writing to introduce you to Janice Dolan, who I have the pleasure of being acquainted with through the Brandon Theater Group. I am the Technical Director for the group, as you know, and I have worked with Janice on several local theater projects. She is a terrific stage manager with over ten years of experience.

Janice is interested in relocating to the San Francisco area in the near future and would appreciate any recommendations you could offer her for conducting a job search for a theater position and any help you can provide with the logistics of relocating to California.

I've attached her resume for your review and you can contact her at janicedolan@email.com or 555-555-5555. Thank you in advance for any assistance you can provide.

Sincerely,

Barbara Smith

Katherine Sussman

123 Main Street, Anytown, USA 12345 · 555-555-5555 · ksussman@email.com

September 1, 20XX

Anthony Randall

Recruitment Manager

Sunshine Nonprofit

123 Business Rd.

Business City, NY 54321

Dear Mr. Randall,

My name is Katherine Sussman, and I am currently a recruitment associate for XYZ Recruiting. I have been working as a recruiter for the past three years.

I am interested in moving from recruitment work in a large corporation to internal recruitment for a nonprofit. I used to work in development for ABC Nonprofit and would love to bring my current skills to a similar nonprofit. I know you do this kind of work for Sunshine Nonprofit, and I would appreciate hearing a bit about your experience in this field. I would love to arrange a time to meet with you for an informational interview.

I have attached my resume for your review. If you have time for a brief conversation, please let me know. You can contact me via email (ksussman@email.com) or phone (555-555-5555). I look forward to hearing from you. Thank you so much.

Best,

Katherine Sussman