

2121 Lumpkin Place
Athens, GA 30622

Month 00, 2007

Ms. Cynthia S. Kennedy
Vice President
Second City National Bank
8555 Peach Tree Blvd.
Atlanta, GA 39584

Dear Ms. Kennedy:

I am writing this letter to request an informational interview to learn more about the human resources industry and your desire to pursue this industry. Mr. John Doe, whom I met at a recent meeting of the Society of Human Resource Management, suggested that I contact you about my interest in entering the human resources field. I am currently a Psychology major at Augusta State University and I am extremely interested in the human resources industry.

I would be very grateful for 30 minutes of your time to talk about the HR industry and your career path into this industry. I greatly appreciate any information you can provide. If your schedule permits, I would like to call you next week to schedule a time for us to meet. If you have any questions, you are welcome to call me at 706-555-8976.

Thank you for your time and consideration.

Sincerely,

(Written Signature)

Mike T. Watson

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