



May 2, 2011

Hello Ms. Phillips:



I am a junior Criminal Justice major at UWM and was pleased to find you as an informational resource in **UWM's Panthers @ Work LinkedIn Group**.

The Wisconsin State Judicial System includes a number of agencies with which I'm interested for both internship and possible full-time opportunities.

Your willingness to meet with me to discuss your career with the Legal Assistance Department as well as resources which could be valuable in my job search is very much appreciated.

I look forward to hearing from you about the best way to follow-up and schedule a meeting convenient with your schedule.

Sincerely,

Robert Smith

Hello Mr. Cooley—I'm a recent UWM graduate with a degree in communications and am interested in the entertainment industry.

I read an interesting article in the recent *The Business Journal* about the need for entertainment companies to hire talent with a broad, global perspective. My career goals include human resources with an emphasis on recruitment.

Your coaching work with Disney and E! Entertainment is particularly interesting to me—and I hope you will be willing to discuss the important qualities necessary for HR success in the entertainment business, with emphasis on international perspectives.

I am presently volunteering for WISN here in Milwaukee with some copywriting responsibilities. I look forward to hearing from you. Thank you for any assistance you can provide.



Tom

Hello Adam--

I'm contacting you as a UWM graduating senior in Journalism and Mass Communications who is very interested in learning more about the public relations field in Milwaukee. As a Marketing Associate at Cramer Krasselt, it would be very helpful to learn more about your business development processes, especially some of the finer points of developing pitches and presentations as well as closing sales with top clients like Johnson Controls, Northwestern Mutual and the Milwaukee Brewers.

Would it possible to schedule a brief 30 minute meeting at your convenience? Perhaps we could also talk for 15 minutes or so at the upcoming UWM Alumni Reception at the Milwaukee Art Museum if you are planning to attend.

Thank you for your consideration. I look forward to hearing from you.

Sharon Martin



Class of 2011