Sample Networking/Recruitment letter

Dear \_\_\_\_\_\_\_,

[Michigan Technological University](https://www.mtu.edu/) is currently searching for an outstanding new colleague in <INSERT> with the <INSERT DEPT/AREA>. We are reaching out for your assistance. Are there any individuals from your team or institution that you recommend we contact regarding this opportunity? Additionally, would you please forward the position posting to any interested individuals in your network? We greatly appreciate your assistance.

To get to know us, here is some information about our department. <INSERT department info>.

Founded in 1885, Michigan Tech is a leading public research institution. With more than $94 million in total research expenditures and 18 research centers and institutes, the University fosters a world-class and diverse faculty, staff, and student population. We are home to more than 7,000 students from 55 countries around the world. Our Colleges develop, apply, and communicate science, engineering, technology, and mathematics in more than 140 graduate and undergraduate degree programs. Our [beautiful campus](https://www.mtu.edu/tour/) is located in Houghton, in Michigan’s Upper Peninsula, that overlooks the Keweenaw Waterway and is just a few miles from Lake Superior.

Michigan Tech is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities. We continue to build a diverse staff committed to working in a multicultural environment and strongly encourages applications from all individuals.

Additional details are included in the position description (Link to position)

Please feel free to reach out if I can answer any questions about this opportunity.

Best Regards,

Signature