Broadcast letter

One of the things that job seekers struggle with is how to reach out or update their network on the progress of their job search. In today’s world the easiest way to do this is with email.

Individuals struggle with “What do I say?” The following sample letter may help you address this issue.

**Pay special attention to the “How you can help me section.”** It is not uncommon that while they are willing to help, friends and colleagues or previous employers don’t often know how to help you. So be specific in guiding them as to how they can help you. The more ideas you can give them the better.

**Sample Letter**

Hello,

I am writing to update you on my recent past and let you know about my career plans. I will be graduating in May with a Bachelor of Fine Art in ________________

I am seeking a ________________ position that will allow me to develop and/or utilize my skills in ________________.

During my internships I was able to ________________.

I am also interested in working in other areas such as ________________ or ________________.

**How can you help me:**

1.) Please let me know if you can put me in contact with professionals in the field of ____ or ________________so I can explore it in relation to my skills and interest.

2.) Let me know if you hear of any openings, or freelance opportunities that might fit my background.

3.) And finally, please let me know if you become aware of companies/organizations that are expanding, contracting or going through change.

I have included an updated resume incorporating my most recent experience. Thank you for your support through this process.

Sincerely,