Broadcast letter

A Broadcast letter is used to update your current network on your future career plans and/or your job search.

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.

Dear _________

I hope you are doing well. I wanted to touch base and update you on my future plans. In May I will be graduating with a BFA ____________ and as I begin my job search, I am asking those whose opinion I value, such as yourself to assist me with advice and information.

Since we last connected/communicated I had the opportunity to participate in an internship at ____________ ____________. During this experience I was able to strengthen my skills in ____________ and gain knowledge of ________________.

I am looking for a position in a ____________ where I will be able to utilize/develop my skills in ________________.
I am also interested in working in areas such as ________________.

How you can support 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 match my background.

3) And finally, please let me know if you become aware of companies/organizations that are expanding, contracting or going through change which might create an opportunity that would be a good fit for me.

I have included an updated resume incorporating my most recent experience. Thank you for your support through this process and I will follow up with a phone call in the near future.

Name:
Email:
Phone:
Web link: