

SAMPLE NETWORKING LETTER

Dear Joe,

I hope this note finds you and your family well.

Last week, XYZ Aviation, the company for which I worked, decided to sell one of our aircraft. Unfortunately, my pilot position was eliminated. Even though I never envisioned myself out of a job, I'm excited to turn the page on a new chapter.

For the past eight years, I had the privilege of flying a G550 in worldwide operations, gaining invaluable experience. In addition to my flying duties, I provided exceptional customer service for executive-level passengers while performing an integral role in the flight department as the Safety Officer. I recently completed a fresh G550 recurrent training and just achieved my NBAA Certified Aviation Manager (CAM) certification. Some fun facts about me are I speak Spanish, enjoy cooking, have run five marathons and coach my son's flag football team.

I am reaching out with the intent of simply making you aware of my situation in case you hear of a pilot opening that matches my qualifications. I am open to opportunities that are a great fit for me both technically and culturally. If anything comes to mind, or you have suggestions with whom I may speak, I would greatly appreciate your help. I'd be happy to send you a copy of my current resume if you would like, just let me know.

Thank you for your time and continued friendship!

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Jones", with a stylized, cursive script.

Bill Jones
555-555-5555