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October 23, 2006

Mr. James G. Webb  
Delon Hampton & Associates  
800 K Street, N.W., Suite 720  
Washington, DC 20001-8000

Dear Mr. Webb:

I will be graduating from Virginia Tech with a Bachelor's degree in Architecture in May 2007, and am researching employment opportunities in the Washington area. I obtained your name from VT CareerLink, Career Services' Alumni database. I very much appreciate your volunteering to help students with job search information, and I hope that your schedule will permit you to provide me with some advice. I am particularly interested in historic preservation and understand that your firm does work in this area. I am also interested in learning how the architects in your firm began their careers. My resume is enclosed simply to give you some information about my background and project work.

I will call you in two weeks to arrange a time to speak to you by telephone or perhaps visit your office if that would be convenient. I will be in the Washington area during the week of November 21. I very much appreciate your time and consideration of my request, and I look forward to talking with you.

Sincerely,  
(handwritten signature)  
Kristen Walker

Encl.