

Sample Professional Outreach Email (Related to a Class Assignment)

Note: This is a sample template. Be sure to adapt to your specific career pursuits, purpose for outreach, and the professional contact's career & industry situation.

Subject: Linfield _____ (ex: Management Junior) _____ Connection

Dear _____ (Ms. or Mr. Last name),

My name is _____ (your first and last name) and I got your contact information from _____ (a department or person who gave you their information). I am currently taking the _____ (title of course, such as Introduction to Mass Communication, or Contemporary Business) class. Part of our course includes a career focus, and through this, I am reaching out to professionals to explore several career options. One of my interests is _____ (the relevant career interest).

I am interested in what you do as _____ a(n) _____ (job title at company) and would like to have a conversation with you to learn more about this industry and your thoughts about this career path.

I am _____ a(n) _____ (quick 1-2 sentence description of your major/career interests). With your background in _____ (career field) _____ (and your roots at Linfield), I feel you would be a wonderful person for me to meet and I would learn a lot from you.

For potential meeting times, I am available _____ (give 3-4 general timeframes, such as Fridays after 1pm, and Tuesdays and Thursdays between 3pm-5pm. Stay away from non-working hours – if they suggest a Saturday or a 5pm time, that is up to them). I would be delighted to meet you in your office or a nearby coffee shop. Do any of those times work for you?

Thank you for your time, and I look forward to hearing from you at your earliest convenience.

Sincerely,

Your first and last name
Your Major, & Graduation Year
Linfield College
Your email

 Cats to Careers:
Pursue **YOUR** Path!