

Sample Professional Outreach Email

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 Linfield Career Development. I am in the process of exploring several career options, with **(the relevant career interest)** being one.

I am contacting you because 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!