Dear Mr./Ms./Dr. ____________,

I am a ________________ at Colgate. I discovered your contact info through (iCAN, LinkedIn™, referral) _______________________________________________________________________________________________

I am reaching out to you specifically (because of your organization, role, major, grad program, location, etc.): _______________________________________________________________________________________________

______________________________________________________________________________________________

I was hoping to be able to speak with you (on the phone or in person) to learn more about______________

______________________________________________________________________________________________

______________________________________________________________________________________________

As a Colgate student, I am hoping to tap into the wonderful individuals in our alumni network to become better (prepared/knowledgeable) to (outcome) ________________________________________________________________________________________________

______________________________________________________________________________________________

By way of quick introduction, I: (Use this part of the email to introduce a few main themes/highlights of your resume that might be relevant to the contact (major, campus involvement, internships, career interests, etc)). ________________________________________________________________________________________________

______________________________________________________________________________________________

If you are willing, I would appreciate if we could set up a short (phone or visit) at your convenience. If you do not have time to speak with me, I would appreciate it if you might suggest a colleague or classmate with whom I might connect for some insight into _______________________________________________

Thank you very much for your consideration,
Your name
Phone number

CHECK SPELLING, GRAMMAR, WORDINESS, AND ACCURACY OF INFO BEFORE SENDING!
Outreach Questions

**Poor questions:** Are conversation killers that should not be asked or that you could have answered without using someone’s time.

**Good questions:** Start superficial conversations.

**Great questions:** Start dialogue by showing your willingness to come prepared to the conversation and to make good use of your contact’s time.

Contact:
Reason for contact:

**Questions I plan to ask:**

Starter question(s):

“Impressive” question(s):

Follow up/follow through questions: