

Outreach E-mail Draft

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!

Colgate University
Center for Career Services

315.228.7380 • ccs@colgate.edu • www.colgate.edu/careerservices



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:

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