

OUTREACH EMAIL 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 highlights of your resume that might be relevant to the contact including major, campus involvement, internships, career interests, etc)_____.

If you are willing, I would appreciate if we could set up a short (phone call 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

Be sure to check spelling, grammar, wordiness, and accuracy of information before sending.

OUTREACH QUESTIONS

Make a good impression and start a dialogue by coming prepared to the conversation and respect the value of your contact's time.

Contact:

Reason for contact:

Starter questions:

Industry-specific questions:

Follow up questions: