Networking Email Outline

Dear Mr./Ms./Dr. {Contact’s Last Name}:
Introduce yourself briefly—your class year, area of study, any other connections you may have with the alumnus/alumna, and your purpose for writing.

Expand more on your purpose—what are you hoping to gain from this contact (Do not ask for a job/internship! This is initially for networking or informational purposes only.) and why this contact appealed to you (particular interest in their specialty, organization, geographic region, career path). Provide a brief summary of how this relates to your interests or questions.

In the closing paragraph, indicate that you would like to speak further with them about your questions or their career. You may wish to say that you will follow up with a phone call, make certain that you follow through. Thank the networking contact for his/her time and consideration.

Sincerely,
Your name