

HOBART AND WILLIAM SMITH OUTREACH EMAIL DRAFT

Dear Mr./Ms./Dr. (research to find out how person should be addressed) _____,

I am a _____ at Hobart and William Smith Colleges. I discovered your contact info through (HWS Career and Community Network, LinkedIn, referral)

_____. I am reaching out to you specifically (because of your organization, role, major, graduate 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 Hobart/William Smith 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 it 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