

Networking / Informational Interview Outreach Templates

Dear (insert name), I have been reading your blog for six months and really appreciate the insights you share. I even quoted your most recent piece in my capstone thesis paper. I would love to spend twenty minutes hearing how you got started and get some feedback about skills I could develop. Please let me know if you would be willing to chat. Thank you, —(Insert your name)

Dear (insert name) I enjoyed working with you at (insert company) from 2015-2016. In fact, I still use some of the Excel workarounds you taught me! If you are free sometime in the next month, I would love to catch up and hear more about your role at (insert company). Best, —(Insert your name)

SUBJECT: Notre Dame Ph.D. Student Seeking Your Advice

Dear Mr. Jones,

My name is Jane Domer, and I am a third-year Sociology Ph.D. student who found your information in the Notre Dame alumni database. May I have 20 minutes of your time to ask you about your experience working as a Program Director with the United Nations? I am trying to learn more about nonprofit careers with global organizations, and your insights would be very helpful.

I recognize this may be a busy time for you, so if we are unable to connect by email I'll try to reach you next week to see whether that is more convenient.

Thank you for your time,
Jane

Dear Mr. Kaplan,

My name is Rob Coloney, and I'm currently an ESTEEM graduate student at the University of Notre Dame, focusing on studying technical marketing. Originally from New Jersey, I stumbled across your profile on LinkedIn while doing research on the CPG industry near my home, where I plan to relocate after commencement.

While viewing your experience, I noticed that we have mutual connections and groups, but most significantly that you have a wealth of experience in the marketing of products specialized in the sports world. I would welcome the opportunity to speak with you about your experience, and if there's anything more I could be doing between now and graduation to enhance my visibility to work in marketing for a company like Pepsi.

I realize now may be a busy time for you, so if I don't hear back, I'll follow up in about a week. Thank you so much for your time.

Rob Coloney

Dear [first name], My name is [your name], and I'm a [job title] who works in [your location]. I'm reaching out because [reason why you want to speak with this person]. I'd love to learn more about [two or three things you'd like to learn from the person]. I'm sure you're busy, so even 20 minutes would be appreciated. Thanks so much, [Your name]

Email Subject: Notre Dame PhD student seeking career insight

Dear Raj,

My name is Larry Milks, and like you, I have a significant connection to Notre Dame. As a 3rd year PhD student in Computer Science, I have been reflecting on a recent career assessment, and realize that my skills and interests seem to be a great fit for a client-facing technical consulting role. I had never considered this career area until now, and am motivated to learn more about it.

After reading your LinkedIn profile, I was impressed with the depth and breadth of your experience as a technology consultant. Would you kindly consider a 20-minute phone conversation to talk about your career? I would be most grateful for the opportunity to ask questions and learn from your experience.

Thank you for considering this request as I seek to find my best career fit.

Warm regards,

Larry Milks

Dear Mr. Smith,

My name is Joe Irish and I have 2 years of hospice experience in the state of California. I was privileged to have met Mary Williams and have always admired and respected the quality end of life care your organization has provided, specifically to my grandfather during his time of need prior to his passing last March. As a project coordinator with additional skills in marketing, fundraising, and community education, I feel my background and experiences could translate exceptionally to WonderHealth in various capacities.

My belief and commitment to the hospice philosophy and mission are unwavering. I would love the opportunity to discuss any openings you feel I may be a good fit for. I have attached my resume, and would love to have an exploratory conversation with you to see how my background and the values at WonderHealth align. I am eager to bring my experience and skills to meet the needs of your patients, families, and organization.

I can be reached at (123) 456-7789 or jjirish@nd.edu at your convenience. I realize this may be a busy time for you, so if I don't hear back I will reach out to you next week. Thank you for your time and consideration.

Sincerely,
Joe Irish

This example would be directed to an old supervisor (e.g. from an internship) when you'd like to return to their organization full time.

Dear _____,

I hope your spring and summer are going well, and that the <<insert the name of a project you worked on together>> project wrapped up smoothly for you. I really enjoyed helping you launch that initiative last fall, and now that I have graduated from my <<insert your degree/field>> program I would be quite interested in returning to <<insert org name>> in a similar role or one that would further utilize my skills in _____, _____, and _____. I noticed that these two current openings <<hyperlink the word "two" to one job description and "openings" to another>> seem very interesting. Based on our experience working together, would you be willing to refer me for one of them? I understand if that would not be possible, and would instead appreciate the chance to gain your insights and advice at least. Would you be available next week for a quick call to catch up at your convenience? I would love to hear how our project is doing, and discuss any other potential opportunities that might be coming up in the near future. I am free on <<insert the days and times you would be free, and indicate the time zone if the org is not on Eastern time>>.

Thank you for all of your support during my internship last fall, and I look forward to staying in touch as best we can.

Warm regards,
<<your name>>



Erik Simon • 1:43 PM

Sean

As a former K-12 teacher & current Career Consultant at ND, your role as an Education Equity Advocate stood out. I am curious to learn more about education policy and those who lead the charge for equity. If your schedule permits, I'd be interested in learning more about your role. Thanks!

Erik

Sean M. Robins is now a connection



Sean M. Robins • 1:47 PM

Erik,

Thank you for your message. It is great to connect with you through LinkedIn! I would be happy to speak with you about my experiences within education. My schedule for the next two weeks is pretty packed, but I am available on Thursday, September 13 or that weekend as well.

Best regards,
Sean



Erik Simon • 12:27 PM

Dina,

As a former K-12 teacher and current Career Consultant at Notre Dame, Kidzania caught my attention with its creative & innovative approach to education & careers. I saw that there will be a location opening in CHI. If your schedule permits, I'd be interested in learning more. Thank you!

Erik

Dina Gurvits, MBA, MHRM is now a connection

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Dina Gurvits, MBA, MHRM • 9:31 AM

Hi Erik,

Thank you for reaching out. I would love to share more information with you about KidZania. I have availability for a call on Thursday afternoon or Friday. Please let me know what works for you.

Thanks!

Dina

The above LinkedIn exchange could have been converted to an email in the following way. Note the color coded formula is for your own information to show how you can craft such an email. You would not color code the email you send.

ME + YOU = US

Develop a balanced message

(Linkedin may limit # of characters for messages)

Good afternoon Dina,

I was given your contact information after connecting with a colleague of yours (Janet Gold) at the annual "Edutainer" conference last month in Dallas, TX. She recommended that I connect with you to learn more about the amazing culture at Kidzania. As a former K-12 teacher and current Career Consultant at Notre Dame, I have developed an interest in how to best support kids' career exploration from an early age. I have been conducting research on organizations who support these crucial developmental life stages and came across "Kidzania".

"Kidzania" caught my attention with its creative & innovative approach to education & careers, and its many awards within the "edutainment" industry. It is amazing that the organization has grown so quickly across the globe from its beginnings in Mexico City in 1999.

I noticed that there will be a location opening in Chicago, along with several other locations across the United States, and was curious to learn more about the organization's expansion plans in the US. I would also be curious to learn more about the types of positions that educators, like myself, typically apply to. If your schedule permits, I would be grateful to learn more.

Thank you for your time, and take care!

Erik Simon

These outreach emails have been successful for a student:

- This is an example for the list of remote opportunities, and I tailor my qualifying statement to whatever their offering/business interests are.

Hello,

My name is _____ and I am a professional master's student at the University of Notre Dame graduating in May. I received news from our career services office saying that your startup is hiring and figured I would reach out and express my interest. [Here](#) is a link to my LinkedIn profile and I have also attached my resume. I'm excited for what seems like a perfect fit given my clinical research experiences as well as my experiences derisking startups at the IDEA Center, our 25M commercialization engine here at Notre Dame.

Feel free to reach back out over the phone or email, and I'm excited to jump on a call with you to discuss this further.

- This is an example email I sent to a cold contact.

Hello Dr. Gray,

My name is _____ and I am a professional master's student at the University of Notre Dame in the [ESTEEM program](#), an innovation and technology entrepreneurship program. I graduate this coming May and just made a pivot-- turned down my current offer with CA based biotech company and decided to move back to Arkansas for two reasons: the COVID situation made me realize that I am more concerned about impact where it matters the most and that I am more invested in the people in Arkansas than I am anywhere else really (I did my undergrad at Hendrix College).

I reached out to Dr. Rupert who was my D.W Reynolds Business Plan Competition mentor when I competed to see if he could connect me to the startup community there. Your name came up as I was investigating the Health Sciences Entrepreneurship Bootcamp and I figured I would connect.

Would you have some availability sometime next week or the week after to jump on a call with me so I can get a feel for what's happening in the startup scene in Arkansas and see how I can contribute most meaningfully? My schedule is pretty flexible especially on Mondays and Fridays, so let me know what works for you and I'll work around that.

Sincerely,

- This could be outreach if an alum or someone else shares a job through a mutual contact or our office:

"As a member of the ND [degree and program] class of 2021, I received the information about [Company's] postings that you shared through [mutual contact] and would love to connect to learn more about your experience working at [Company]. Are you willing and available for a 15-minute conversation in the next week? I am available at [days and times], but understand if this would not be possible. Thank you for sharing the opportunities!"

This was a follow-up after a career fair conversation went well:

Dear Chris,

Thanks for a fantastic conversation yesterday at the Notre Dame Sustainability Expo. I enjoyed learning about how you are helping corporations understand ESG and work toward better environmental and social outcomes.

As I mentioned, I am currently finishing my master's degree in _____ and really excited to be working in the field of ESG. I am graduating this December and actively looking for roles in the industry, and I would love to chat further with regards to opportunities at _____. I am attaching my resume along with this email for your reference.

Thanks again for coming out to the expo and for sharing so much of your time!

Best

<student name>