

LinkedIn connection

Subject line: Tufts IR Major Seeking Career Advice

Dear Mr./Ms. (Last Name),

I'm a junior IR major at Tufts and I found your name through the Tufts Professional Networking Group on LinkedIn. From your LinkedIn profile, I see that you've worked at a variety of NGOs, most recently in Syria.

As I've focused my own studies on the Middle East, including time spent studying abroad in Cairo, I'd like to return to the region after college. I'd love to hear about your own experiences living and working in the region, as well as any advice you might have for me as I plan for an international job search.

I wonder if it might be possible to speak, at your convenience, on the phone or via Skype? Thank you for considering my request.

Sincerely,
Your Name

Tufts University, Class of XXXX

LinkedIn connection

Subject line: Tufts Senior Interested in Event Planning

Dear Mr./Ms. (Last Name),

I recently found your profile through the Tufts Career Networking Group on LinkedIn and see that you're working at (Company Name) as an Event Coordinator. I am a Tufts senior who has become interested in event planning as a result of my extracurricular activities. I've enjoyed coordinating lectures and networking events for the Tufts History Society and, as a result, I have become interested in the possibility of pursuing event planning as a career path. Would it be possible to meet or speak with you about your job? I know it would be helpful to learn more about what event planning involves for professionals in the field.

Thank you for considering my request and for joining the Tufts Career Networking Group.

Thank you,
Your Name

The Herd message

Dear Mr./Ms. (Last Name),

Thank you for accepting my mentoring request via The Herd. As a Tufts sophomore with an interest in healthcare consulting, I'm contacting you to learn about your career and how you prepared for it while at Tufts. My experience as a Community Health major and leadership in a health-related student organization have inspired my interest and exploration of this sector.

From your profile on The Herd, I see that you had several internships prior to your first job after graduation as an Analyst. It would be helpful to hear about your experience as an intern and how that led to a full-time analyst position.

Would it be possible to schedule a 20 minute phone call to discuss my questions about healthcare consulting? I understand that you're very busy, and appreciate any time you may be able to offer.

Thank you for considering my request.

Sincerely,
Your Name



Referral

Subject line: Referral from (Name)

Dear Mr./Ms. (Last Name),

(Name), my Psychology professor, has encouraged me to get in touch with you to learn more about your work at (Organization Name). I'm interested in nonprofits and in particular, those related to mental health counseling. I read your biography online and I would like to learn more about your transition from client services to development.

I wonder if it might be possible to meet with you at your convenience? I know I would benefit from hearing about your experiences. Thank you for considering my request.

Sincerely,
Your Name

Referral

Subject line: Referral from (Name)

Dear Mr./Ms. (Last Name),

(Name), my Civil Engineering professor, has encouraged me to get in touch with you to learn more about your work since graduating from Tufts last year.

Civil engineering has interested me since my sophomore year in high school. As I prepare to declare a major, I'd find it helpful to speak with you about your course work at Tufts and your new position at (Company Name).

Would you be willing to speak with me briefly by phone?

Thank you.

Sincerely,
Your Name

Follow-up

Subject Line: Follow-up from Tufts event

Dear Name,

Thank you for coming to Tufts last night and participating in the Communications/Media/Marketing Industry Night. I'm happy to hear your encouragement about careers in print journalism. I have a few follow-up questions about your experience working for newspapers and magazines. Would it be possible to arrange an informational interview to meet with you for 20-30 minutes?

I've enjoyed the classes I've taken through the Department of Film and Media Studies and would also like to ask your advice in planning my curriculum for next year.

Thank you for your visit to Tufts. I hope we'll have another opportunity to meet.

Sincerely,
Your Name

Thank you

Subject line: Thank you from Tufts student

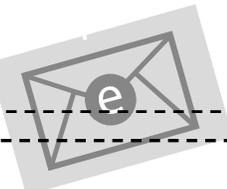
Dear Mr./Ms. (Last Name),

I learned a great deal about Simon & Schuster in our conversation yesterday and it affirmed my interest in pursuing a publishing career. I especially enjoyed hearing about your graduate studies in publishing at Columbia. Thank you for sharing your advice and experience with me.

I plan to contact (First Last Name) for information about her experience at (Company Name). Thank you so much for this referral; I'm eager to learn more about the production side of the business. I'll keep you updated on my progress.

I appreciate your assistance and your willingness to be part of the Tufts Career Networking Group.

Sincerely,
Your Name



Important Reminder:

These emails should serve as a *guide* for your networking communication and *should not* be used in "copy and paste" messages. Be aware that many alumni will recognize the emails from this packet, especially if they receive more than one message using the same text. This lack of originality and research on the part of the writer creates a negative impression. More importantly, you'll find greater success with messages that are written in your voice and reflect your efforts to tailor the correspondence to your reader.