



## Email Samples: Networking/Informational Interviewing

### Current Student Reaching Out to Set Up Informational Interview

#### Steps

Subject: UO Student Seeking Your Advice

Greeting

Dear Sondra Jones,

Introduce Yourself

I am a junior at the University of Oregon majoring in Business Administration. I'm passionate about using data to help guide business strategy and I am currently exploring my career options after I graduate. I would love to hear more about your work as a Data Analyst and get your advice about pursuing it as a career. Can we set up a time to talk over the phone within the next couple of weeks? Thank you in advance for taking the time to talk with me!

Why are you contacting them?

Your Request

Show Appreciation

Sincerely,  
Janaye Smith  
UO Business Administration '23  
j.smith@uoregon.edu | (541) 346-3301  
linkedin.com/in/myprofile

Sign Off

### Current Student Citing Referral and Reaching Out to Set Up Informational Interview

#### Steps

Subject: UO Student Seeking Your Advice

Greeting

Dear Kyla Leese,

Introduce Yourself

I am a University of Oregon student studying marketing. I completed an internship with Maria Gomez of XYZ company. She recommended that I reach out to you as I continue to build my knowledge of marketing roles. I would love to talk with you about your experience launching a career in marketing. Can we set up a time to talk over the phone within the next couple of weeks? I look forward to hearing from you soon.

Why are you contacting them?

Your Request

Show Appreciation

Best,  
Tomás Ramirez  
UO Business Administration, '22  
tramirez@uoregon.edu | (541) 346-3301  
linkedin.com/in/myprofile

Sign Off



## Current Student Asking a Contact for an Introduction to Another Professional

### Steps

Greeting

Subject: Thank you for introducing me to Derek Robertson

Hi Amira,

Thank them for the  
meeting

Thank you so much for meeting with me yesterday. I enjoyed learning more about your role with ABC company and appreciated hearing about the route you took from the UO to your present position.

Your Request

It was kind of you to offer to introduce me to Derek Robertson at XYZ Company as I continue to explore the sports business career path. Here is a brief profile of my background to help streamline the introduction process. I've also attached my resume. Please feel free to forward it to Derek.

Provide Your  
Information

Profile:

I am a junior Business Administration major at the University of Oregon, with a concentration in Sports Business. In addition to leadership experience gained through my position on the Warsaw Sports Business Club and my job experience at the Nike store in Eugene, I have had the opportunity to participate in site visits with Nike and adidas in Portland. I am interested in learning more about the sports apparel business from professionals working in that market space.

Show Appreciation for  
Introduction

Thanks again for providing this introduction! I will keep you updated.

Sign Off

Sincerely,  
Ophelia Wilson  
UO Business Administration '23  
ophwilson@uoregon.edu | (541) 346-3301  
linkedin.com/in/myprofile



## Soon-to-be-Graduate Reaching Out to a Professional in a Target Company

### Steps

Greeting

Subject: UO Student Seeking Your Advice

Dear Lynisse Williams,

Introduce Yourself

I am a graduating senior at the University of Oregon studying Finance. My goal is to use my analytical skills to help decision makers see the big picture. I am currently exploring my career options after I graduate and would love to hear more about your work as a Financial Analyst at Caesars Entertainment and your career path thus far. I plan to apply for an open analyst position with Caesars Entertainment. If you feel it to be appropriate, can we set up a time to talk over the phone within the next couple of weeks? Thank you in advance for taking the time to talk with me!

Why are you contacting them?

Your Request

Show Appreciation

Sign Off

Sincerely,  
Ryan Nguyen  
UO Business Administration, Finance Concentration '22  
r.nguyen@uoregon.edu | (541) 346-3301  
linkedin.com/in/myprofile



## Thank You Emails to Follow an Informational Interview

### Steps

Greeting

Subject: Thank you for your time!

Dear Sondra Jones,

Show Appreciation

Thank you for taking the time to speak with me about your work as a Data Analyst with Data Corp. As we discussed, it can be difficult as a student to get a real-world look at what it takes to succeed in this type of role. I really appreciated your insights on some of the challenges and rewards that are part of your day-to-day work.

Mention Specific Details

Your Request

You mentioned that you might be able to connect me with someone over at B&B Consulting. That would be fantastic! I have a lot to learn about the industry and believe that talking to people is the best way to find out more.

Outline Next Steps

I look forward to hearing back from you about that contact and I will keep you informed of my progress as I continue to investigate the field.

Sign Off

Sincerely,  
Janaye Smith  
UO Business Administration '23  
j.smith@uoregon.edu | (541) 346-3301  
linkedin.com/in/myprofile

### Steps

Greeting

Subject: Thank you for your advice

Dear Robin Garcia,  
It was a pleasure talking with you yesterday and learning about your career progression in the field of human resources. I especially appreciated your advice on transitioning from life as a student into a professional role. I cannot thank you enough for taking time to connect with me.

Show Appreciation

Sign Off

Best,  
James Wright  
Business Administration, OBA Concentration '22  
j.wright@uoregon.edu | (541) 346-3301  
linkedin.com/in/myprofile