



## Sample Networking Emails

You'll want to keep in contact with your contacts at various stages in your career development. Below are samples of how you can address these stages.

Dear \_\_\_\_\_,

It was a pleasure to meet you at \_\_\_\_\_. Thank you for sharing your contact information. As I mentioned, I am pursuing my Master's degree in \_\_\_\_\_ at the Josef Korbel School of International Studies. Both my professional and academic experiences (detail them here) have shaped my interest in \_\_\_\_\_. I was hoping we could meet to discuss your career trajectory and \_\_\_\_\_ (name of organization).

Thank you for your time and consideration.

Sincerely/Regards,

Your name

Signature Block

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Dear \_\_\_\_\_,

My names is \_\_\_\_\_, and given my academic and professional interests \_\_\_\_\_ (name of contact) thought we could be useful contacts. I am pursuing my Master's degree at the Josef Korbel School of International Studies in \_\_\_\_\_. I have experience working/interning (provide additional details here). I was hoping you would be willing to meet to share information about your company/career trajectory (choose one).

Thank you for your time and consideration.

Sincerely/Regards,

Your Name

Signature Block

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Dear \_\_\_\_\_,

Thank you for meeting with me on \_\_\_\_\_ (date) to discuss your career trajectory and your work at \_\_\_\_\_; I appreciate you taking the time out of your busy schedule. I especially enjoyed hearing about \_\_\_\_\_ (Highlight a point of your conversation that you found particularly interesting. If you can, pull in a relevant news article, class reading, or additional contact that might be helpful for this person).

Thank you again for your time, and I look forward to speaking with you in the future.

Sincerely,

Your Name  
Signature Block

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Dear \_\_\_\_\_,

I hope you are doing well. I wanted to update you on my career development. I recently completed (or have just started, or am in the middle) of a (course, internship, etc.) that I have found particularly interesting (give details here). I am also in the process of applying for jobs at \_\_\_\_\_. If you have any ideas of any organizations you think I should pursue or know of any specific job openings at your organization that you think I would enjoy, please let me know.

Sincerely,

Your Name  
Signature Block

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Dear \_\_\_\_\_,

I hope you are doing well. I have exciting news: I have a job at \_\_\_\_\_. I'll be \_\_\_\_\_ (detail the work you will be doing). Thank you for all you did to help me define my professional interests and secure this job. You were so helpful to me during my job search, please let me know if there is anything I can do to help you.

Thank you again!

Sincerely,

Your Name  
Signature Block