

UNL CAREER SERVICES

Reach Out!



In the 2-Hour Job Search by Steve Dalton, reaching out to recruit "Career Boosters" is an effective way to expand your network in your chose field of interest.

5 - Point Email:

- 1 Fewer than 100 words
- 2 No mention of jobs anywhere (subject or body)
- 3 Connection goes first
- 4 Generalize your interests
- 5 Maintain control of follow-up

Dear Ms. Andrews,

My name is Riley Green, and I am a junior at the University of Nebraska – Lincoln who found your information in the UNL Alumni LinkedIn Group.

I am trying to learn more about the engineering market in the Chicago area and your insight would be very helpful. I recognize this might be a busy time for you, so if we are unable to respond this week it is no problem, I will try to reach out next week to see if that is a more convenient time.

Thank you for your time,

Riley Green

**For more information on how to reach out to employers consider reading The 2-Hour Job Search by Steve Dalton*

Write Your Own