

This guide will help you to create a succinct and effective networking introduction when reaching out to potential contacts to request an informational interview or meeting for career advice. **The best way to use this template is to customize it to your unique situation.** In addition, practice your verbal introduction or read over your email carefully before you make the call or send the email!

Greeting

Phone call: Hello, Mr. _____ or Ms. _____, my name is *(include your first and last name)* _____.

Email: Dear Mr. _____ or Ms. _____,

Please note that in emailing, you do not need to start off your first sentence with your name, since your full name will be at the bottom of the email. It is important that the written opening is formal and uses "Dear Mr. or Ms. ...," not "Greetings...," "Hello...," "Hi...," "Hey..." or any other informal phrases.

Main body of message

I am a _____ *(student, or senior, or English major, or any combination to identify yourself)* at University of Portland *(include "in Portland, OR" if the person is not a graduate of UP)* and will graduate in _____.

I was referred to you by _____ *(insert the name of the person who made the referral and relationship to you, for example, a career counselor at the Career Education Center, or my academic advisor, Dr. Smith, etc.)* who suggested I should get in touch with you. *(If someone you know has referred you, make sure you have that person's permission to get in touch with the contact prior to contacting them! It is also important to follow up with your referral source to let him/her know that you did connect with the person.)*

I am writing or calling because _____. *(Indicate to the person why you would like to talk to him or her. For example, "I am exploring a career in law and speaking with attorneys in different practice areas to determine if this is a good career fit for me." Or, "I have taken very stimulating business classes, but I am not exactly sure where I fit in the marketing field." Or, "I am seeking career advice from art administration professionals working in public theater, my area of interest.")*

I would appreciate it if you would meet with me for about 20-30 minutes to _____. *(Suggest what you would like to know which should be related to the reason you reached out to him/her. For example, "share with me your perspective on your specialty in the field of law," or "provide your insights on coursework that might prepare me for an entry-level marketing position after graduation," etc.)*

If the person is in your current location: I am available during _____ *(Suggest no more than three times in coordination with your academic and work schedule, for example, "Monday afternoons, Wednesday mornings and Friday after 3:00pm, etc.)* and will accommodate your schedule if we could meet. If those times do not work, I am open to other suggestions at your convenience.

If the person is outside of your current location: I will be in _____ *(location, e.g. New York City, Denver, etc.)* *(when, e.g. "during my winter break in mid-February, or the entire summer, or next month, or provide very specific dates if necessary)* and will accommodate your schedule if we could talk then. If that is not possible, I am open to other suggestions at your convenience. *(Don't be afraid to suggest a phone meeting or Skype call)*

Closing

Phone, if you have spoken with the person and set up a time to meet:

Thank you for your offer to meet and discuss _____. *(reiterate what you are looking forward to speaking with them)*. I look forward to meeting you in person on _____ *(include date, time and location of meeting)* and will be sure to confirm with you a day before our meeting *(make sure to send him/her an email to confirm your meeting or call and leave a message to confirm one day prior to meeting)*. Thank you again for your advice and assistance!

Phone, if you have spoken with the person and they requested that you email to set up a time to meet:

Thank you for your offer to meet and discuss _____. *(reiterate what you are looking forward to speaking with them)*. I will send you a few dates, times and locations that hopefully will work with your schedule via email *(make sure to ask him/her for email address)*. Once we have set our meeting up, I will confirm with you a day before our meeting *(make sure to send him/her an email to confirm your meeting or call and leave a message to confirm one day prior to meeting)*. Thank you again for your advice and assistance!

Phone, if you are leaving a voice mail message:

I can be reached by phone at _____ or by email at _____. *(Say this slowly and you should spell out your email so that each letter is clear)*. I look forward to hearing from you. Thank you very much.

Emailing:

You can reach me at this email address or by phone at _____. I look forward to hearing from you. Thank you very much.

Sincerely,

Your Full Name *(Be sure to include your email and phone underneath your name as a professional signature)*