



**Career Services**  
OKLAHOMA CITY UNIVERSITY

## Sample Email for Networking

Subject line: Reference the reason for the email and your university affiliation  
*\*Use your student email address to maintain consistency*

Dear (Mr./Ms. Name),

I am a junior at Oklahoma City University majoring in marketing and was given your name by Professor Hurt as someone who could provide me with some career guidance. I have been considering a career in the non-profit sector and am intrigued by your company's profile. I have read many of your journal articles and heard you speak at the InternOKC program this past summer. I would appreciate the opportunity to speak with you to learn more about how you entered the field, as well as gain some insight into the profession. Additionally, I am considering a leadership program this spring and would be grateful for any advice that you could provide.

I would be grateful for an opportunity to speak with you either in person or on the phone about your career and background. I will call you later this week to arrange a meeting or a time for a phone conversation. Thank you in advance for your help.

Sincerely,

*Annie Studentino*

Annie Studentino