

Sample Networking Email

Dear Mr. Doe,

I am currently a senior at Hobart/William Smith College, working towards my Bachelor of Arts in Art History which I will complete this coming May. I am very interested in learning more about the museum and gallery world and possible positions I could pursue within this field.

As a fellow graduate of the Colleges, I'm hoping you can share information with me about how you broke into this field and any advice you may have as I begin my job search. I'm very interested in your organization because I know the Museum of Modern Art is a world leader in modern art, and maintains a mission of being professional yet accessible to all types of art lovers.

I would like to set up a time to speak over the phone when it is convenient for you to do so, or continue to communicate via email if that is preferable. Thank you very much for your time. I look forward to hearing from you.

Sincerely,

Jordan Student

General Outline

Dear Mr./Ms./Dr. {Contact's Last Name} :

Introduce yourself briefly- your class year, area of study, any other connections you may have with the alumnus/alumna, and what the purpose of writing is.

Expand more on your purpose- what are you hoping to gain from this contact (Do not ask for a job/internship! This is initially for networking or informational purposes only.), why this alumnus/a appealed to you (particular interest in their specialty, organization, geographic region, career path). Provide a brief summary of how this relates to your interests or questions.

In the closing paragraph, indicate that you would like to speak further with them about your questions or their career. You may wish to say that you will follow up with a phone call to discuss in more detail, but make certain that you follow through. Thank the networking contact for his/her time and consideration.

Sincerely,

Your name