

Sample Introductory E-mail – Request for a Networking Meeting

Dear _____,

I am a fellow Lehigh graduate (Degree, Major, Year of Graduation) with ___ years of career experience in the _____ industry and I am looking for feedback on transferring my experience into a career in the _____ industry. Most of my background is in the _____ and _____ areas and currently I serve as a _____ (title) in a _____ firm which serves _____ clients.

I would appreciate 20 minutes of your time on a phone call to explore whether my skills and experiences match the requirements of the _____ industry.

I have attached my resume for your reference. Please call me at the number below or reply to this e-mail suggesting a convenient day and time for me to call.

Thank you very much!

This type of email does not have to be long. A longer email could actually result in your potential contact deleting your email.