



Reaching Out Email Examples

Overview

Effective networking emails are concise, personalized, and focused on mutual benefits. By emphasizing what you bring to the table and demonstrating how networking with you can be mutually beneficial, you can increase the likelihood of a positive response and build meaningful professional relationships.

Networking

Subject: Inquiry for Professional Interview Opportunity

Dear Benny the Beaver,

I hope this email finds you well. My name is Bernice, and I am reaching out to inquire about the possibility of arranging a professional/networking interview with you at Oregon State University.

As a [mention your profession or field of interest], I am eager to learn more about the industry and gain insights from professionals like yourself. I believe a conversation with you would provide invaluable guidance and perspective as I navigate my career path.

Would it be possible to schedule a brief meeting or phone call at your earliest convenience? I am flexible with timing and am willing to accommodate your schedule.

Thank you very much for considering my request. I am excited about the opportunity to connect with you and am looking forward to the possibility of learning from your experiences.

Please let me know if there is any additional information you require from my end or if there are specific steps I should follow to arrange the interview.

I appreciate your time and consideration, and I hope to hear from you soon.

Warm regards,

Bernice Beaver

Subject: Inquiry Regarding Employment Opportunities at [Company]

Dear Benny the Beaver,

I hope this email finds you well. My name is Bernice, and I am writing to express my interest in potential employment opportunities at [Company]. As a [mention your profession or field of expertise], I have long admired the innovative work and industry leadership demonstrated by your company.

I am particularly drawn to the company's commitment to [mention specific values or initiatives of the company], which align closely with my own professional values and aspirations. I am confident that my skills in [mention relevant skills or experiences] would make a valuable contribution to the team at [Benny the Beaver's Company].



Having researched extensively about the company and its operations, I am excited about the possibility of contributing to [mention specific project or department]. I am impressed by the company's dedication to [mention any recent achievements or projects] and am eager to be a part of such dynamic and forward-thinking initiatives.

I would be grateful for the opportunity to discuss how my skills and experiences align with the needs of [Company]. If there are any current or upcoming openings that you believe would be a good fit for my background, I would greatly appreciate your guidance in navigating the application process.

Thank you very much for considering my inquiry. I look forward to the possibility of discussing potential opportunities further and am available at your convenience for a conversation or meeting.

Warm regards,

Bernice Beaver

Source

University of Colorado Boulder (n.d). *Sample outreach email occupational inquiry visits*. Career Development. February, 2024, from https://www.colorado.edu/hr/sites/default/files/attached-files/sample_outreach_email_8-18-20_-_with_logo.pdf