

SAMPLE NETWORKING EMAIL
Remember to proofread and spellcheck!

Dear Mr./Ms./Dr. _____:

My name is John Doe and I'm currently a [junior] at Rhodes College pursuing a Bachelor of Science/Arts in _____. After graduation, I aspire to work in the field of _____, specifically _____. [*insert a brief summary of any experience you may already have in this field/industry*] I'm hoping that I may ask you a few questions about your position as well as for any advice you may have about pursuing work in your field.

May I treat you to coffee at some point in the next week or two to further discuss your career path? I am enthusiastic to learn as much as I can about [*field*]. If this isn't possible at the time, I understand completely.

Thank you very much for your time and consideration. Please feel free to contact me at student@rhodes.edu or at 901.555.5555.

Sincerely,
John Doe '14