

Possible Networking Email

To **alumnicontact@email.com**

Subject **Career Exploration**

Mr. Smith:

I was searching UNI Alumni on LinkedIn that majored in ____ and found your information. I will graduate in May 20XX with a bachelors in ____ and I am exploring career options. Your career path is very similar to what I would like to follow.

I would like to connect with you for advice and insight. Topics include:

- 1) Insight on what I should look for when locating internships in the field
- 2) Advice you would have for someone in college still exploring the field
- 3) Resume advice

I know your time is very important and I do not plan to take too much. I appreciate any insights you can provide. Attached is my resume for reference. Thank you, and go Panthers!

Sincerely,

—

Your Name

Major, Expected Graduation

(pho) ne#-#### | email@uni.edu

GENERAL TIPS FOR NETWORKING COMMUNICATION

- Be professional (*proper salutation, no spelling errors, etc*)
- Be thankful
- Get to the point
- Always include your resume