

my CONNECTIONS

OUTREACH

Below are sample outreach emails that you may use as a template for writing your own outreach email to your contacts. Remember to personalize your conversation with your "CONNECTIONS" whenever possible.

Subject Line: CMU student with interest in Private Equity

Mr. Suresh:

Dr. Smith, a professor of economics at Carnegie Mellon University, suggested that I contact you. He thought that, as a CMU alumnus in the banking industry, you would be in an excellent position to assist me with my career exploration.

As an economics student, I am exploring potential career paths and am interested in the private equity field. Would you be open to a 20-minute phone call? I would like to hear your impressions of the field and discuss future trends for the industry. Additionally, I would also like to ask for your advice on breaking into the equities field, as I understand it can be competitive.

I will call your office next week to see if we could arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,
Andrew Carnegie

Subject Line: CMU Creative Writing student with interest in Publishing

Ms. Alumna:

My name is Jenna Stever and I am a current sophomore majoring in creative writing at Carnegie Mellon University. From my research on LinkedIn, I saw that you also majored in creative writing at CMU and work as an editorial lead at Simon and Schuster.

Would you be open to a 15-minute phone call? I would like to understand your career path and seek advice to learn more about the publishing industry. I would be happy to call your office or, if it is more convenient for you, I have included my contact information.

Thank you for considering my request. If I can be of assistance to you, I would be happy to reciprocate.

Regards,
Jenna Stever
412-123-4567
Stever@andrew.cmu.edu