

MESSAGE TO A RECRUITER OR EMPLOYEE AT COMPANY OF INTEREST

Subject: (Position Name) Inquiry <or> Opportunities at (Company Name)

Dear **(Name)**,

I am currently a **school year + major** student at Carnegie Mellon University and am writing to express interest in an opportunity at **Company X**. I am currently looking for a **summer internship/full time job** in **industry/type of job**.

I would greatly appreciate the opportunity to connect with you or someone from your organization to learn more about working at **Company X**. I have been to the **Company X** website, and believe I would be a good fit and valuable asset to the work being done there. **<Add a line about your skills or relevant experience here.>**

If you have time for a brief phone call, I would truly appreciate being able to introduce myself in person, and could be flexible around your schedule. Thank you for considering my request!

Sincerely,

<Your Name>

MESSAGE TO AN ALUM AT COMPANY OF INTEREST

Subject: (Position Name) Opportunity at (Company Name)

Dear **(Name)**,

I am currently a **school year + major** student at Carnegie Mellon University and received your information from **the alumni directory (or LinkedIn, etc.)**. I am currently looking for a **summer internship/full time job** in **industry/type of job**.

I would greatly appreciate the opportunity to connect with you or someone from your organization to learn more about working at **Company X**. I have been to your website, but would really love to learn a bit more about your personal career path and experience in the industry. Of course, I understand that you may be incredibly busy, so if there is someone else you'd recommend I speak with, please do let me know.

If you have time for a brief phone conversation in the coming weeks, I could be flexible around your schedule, and would really appreciate the opportunity to chat with a fellow CMU alum. Thank you for considering my request, and I hope to talk to you soon!

Sincerely,

<Your Name>