

Cold networking

Subject: "Colorado School of Mines" whenever talking to someone new

Hello [name],

My name is [name] and I am a [area of study] student at Colorado School of Mines.

I was able to learn about you through [____]. I know that you have had a very successful career since you [experiences, education, work]. I would love to learn more about your educational journey throughout your time at [school] and work experience at [current company] because I am interested in [topic of interest].

If you are willing, I am hoping to set up a [in-person/virtual/either] meeting with you soon; my availability is

[list availability]

I know that you have a busy schedule, so I can be flexible with your schedule. I look forward to hearing back from you!

Best,

[email signature]

Warm networking - people that you know

People that you already know/are comfortable with

Hello [name],

I hope you are doing well! It was great last connect with you [insert info about last connection]. I have some questions about [list concerns/questions here] that I believe you could give me some valuable insight on. I am wondering if you are willing to schedule 30 minutes to connect later this week or next week? I am hoping to meet [in person/virtually/either], and my availability is [list availability here], though I am flexible to accommodate your schedule. I look forward to talking to you soon!

Thanks,

[email signature]

People that you may know, but have not talked to in a while

Hello [name],

It has been a while since we last spoke [regarding ____]; I hope you are doing well!

This is [name] from [school/organization]. I wanted to reach out to you to discuss [topic of interest]. Can we schedule a 30-minute meeting later this week or next week?

I would like to meet [in person/virtually/either], and my availability is [list availability here]. I look forward to speaking soon!

Thanks,
[email signature]

Professors, friends, classmates, family that know someone you do not know personally

Hello [name],

I hope you are doing well.

I am reaching out to you because of your connection with [name of person]. I'd love for you to introduce me to and/or provide me [his/her/their] email address. I would like to connect with [his/her/their] to learn more about [topic of interest]. Would you be willing to assist me? Thank you for your time!

Thanks,
[email signature]

Introduction email - CC the person that helped connect if there is an introduction. Otherwise, delete the first part of the email and make the subject line "Referred by [name]"

Hello [person that helped connect],

Thank for the introduction to [name]! I appreciate your time and will reach out to you with any other questions.

Hello [name],

It is great to you meet you! My name is [name], and I am a [year] at the Colorado School of Mines studying [area of study]. I had the amazing opportunity of meeting [person that helped connect] recently, and [he/she/they] recommended you as someone who could share more about [topic of interest].

I would love to connect with you [virtual/in-person/either] in the near future to discuss more about this topic. My availability for the next upcoming weeks is

[list availability]

I understand that you are most likely working with a busy schedule, so I can be flexible with your schedule. I look forward to talking to you soon!

Best,
[email signature]

Follow up email - make new email, but same subject line

Hello [name],

I hope that your week is going well.

I wanted to reach out to you to follow up with you on the email that I recently sent out to you. I am still interested in setting up a meeting with you soon. Are you free to meet [list availability]? Thank you for your time, and I hope to hear from you soon.

Best,

[email signature]

Thank you email - Subject "Thank you from [your name]" Send between 6-8am the next day after the career conversation

Hello [name],

It was great to talk with you yesterday. I really appreciate you making time for me.

I learned so much. In particular, I enjoyed what you said about [_____]. I need to give that more thought as I transition from college into a career.

It was also great to learn about [_____]. I appreciate your advice. I'll certainly be mindful of that going forward. [or, "I'll start working on that right away."]

[(if applicable) Thank you for encouraging me to stay in touch and offering to introduce me to _____.]

I have attached my resume below and would appreciate you keeping me in mind for any positions that might be a good fit.

Again, many thanks.

Best,

[email signature]

Maintaining Connection Email

Hello [name],

I hope all is well with you.

We spoke [over video chat/on the phone/in person] [however long ago] about [topic of discussion]. I really enjoyed connecting with you, and I learned a lot, specifically [_____].

If you are interested, I would love to schedule a follow up meeting with you [about/regarding/to ____].
My availability for the next upcoming weeks is

[list availability]

I understand that you are most likely working with a busy schedule, so I can be flexible with your schedule.

Thank you so much for your past support, and I look forward to talking to you soon!

Best,

[email signature]

People who stand you up - if virtual, send after 5 min into scheduled meeting; if in person, send email after 15 min

Hello [name],

Do you need a few more minutes to [jump on our call, join our meeting], or would you prefer to reschedule to later this week or next week?

Thanks,

[email signature]

Tips for emailing professors to ask for an extension

- Be clear and honest with what you need
- Provide the correct amount of context, not too much or too little
- Do not assume that the professor will automatically give you the extension - show respect in your email
- Plan to ask for an extension as early as possible - do not ask for one the night of
- Be proactive, not retroactive
- Include proper title and address them correctly
- If possible, asking for an extension in person is easier

Emailing professors to learn more about their work

Hello [Professor Name],

I hope you are doing well! My name is [name] and I am a student in your [class name and section] class.

I know that you have had a lot of experience with [their field of expertise] leading up to where you are today. As a student who is also interested in [topic], I would love to set up a meeting with you in the near future to learn how a student like myself can get involved in [industry].

I am open to meeting [in-person/virtually/either], and my availability for the upcoming weeks are

[list availability]

I know that you are a very busy person, so I can be flexible to accommodate your schedule. I look forward to hearing from you soon!

Best,

[email signature]

Emailing professors to ask for other connections

Hello [Professor Name],

I hope you are doing well! My name is [name] and I am a student in your [class name and section] class.

I am currently looking to connect with someone that has a lot of experience in [topic]. Because you have worked within the [field of interest] for several years, I wanted to ask if you had connections that could help me learn more about [topic] as a student. Would you be willing to help me identify and connect with these people? Thank you for your time, and I look forward to hearing from you soon!

Best,

[email signature]

Good questions to ask during a career conversation or interview

- What was your journey to where you are today? (education, job, etc.)
- How have you felt supported by the company in your current and past roles regarding life/work balance, your identity, and technical training?
- What barriers did you have to overcome/what were some difficulties that you encountered?
- How can a student like me get involved in your line of work?
- What advice would you have for a student like me who's interested in [interest]
- What encouraged you to work in this field over other interests that you may have had?

Other notes about email etiquette:

Keep in mind that although many professionals are busy, they enjoy meeting with students and sharing knowledge of their industry. Don't write an email or enter a conversation under the premonition that you are being an inconvenience to these professionals since they were likely in your same exact position at one point in their life.

For greetings, if a professional is in their twenties, use their first name. If they are older than ages 30-40, then use Mr./Ms. If you are unsure, default to Mr./Ms.

Look up education level if you can. If they have a PhD, refer to them as Dr.

Try to think of connection building as, just that--making new connections to increase your own learning. We want to be cognizant about making people feel used. It's important that we are authentically engaging with people for our own learning and not simply to land a job or opportunity.

If there is no response after several attempts through email, find them and reach out through LinkedIn. The next step would then be through a phone call if there is still no response. The order of these steps is not super important. Based on prior conversation and connections, you may decide to take a different approach. Whichever way you choose to communicate, be sure to keep messages during business hours and give an appropriate amount of time (at least a couple days) between messages for them to get back to you.

Add your pronouns to your email signature so that people can know how to refer to you.

Refrain from using "Hey" or "Hi" at the beginning of emails unless you know the recipient fairly well. Instead, try "Hello" or "Dear" as a greeting.

Try your best to utilize "Thank you."