



Sample Networking Correspondence

Below are samples of correspondence to help develop professional, targeted communications as you expand your professional network. Please note that the samples should be used as a starting point; it is important to personalize your message as much as possible. A few key guidelines for approaching a contact:

- In your initial e-mail or outreach to a contact, please note how you obtained the contact's information. In addition, provide background information on yourself and share your career goals and experiences.
- Ask for advice, not a job or internship position.
- Respect their time.
- Once your contact has responded to your initial outreach, please make every effort to respond in a reasonable time.
- Conduct research on the company/industry/career and prepare questions to ask during the informational interview.
- Follow-up promptly with a thank you e-mail or letter.
- Stay in touch and keep your professional network informed of your progress.
- You may wish to continue your contact through e-mail, telephone, or personal/group meetings.

Networking E-mail - contact found through [Ask an Alum](#)

To: Barry Alumni
From: Jane Job-Seeker
Subject: Fisher MBA – Seeking Career Advice

Dear Mr. Alumni:

I am a first-year MBA student majoring in marketing at the Ohio State University Fisher College of Business. I found your name through Fisher's Ask An Alum network.

I am interested in talking with you about your position as a Brand Manager with Acme Perfect Products. I have over three years experience in marketing in the financial services industry, but I hope to leverage my past experience and my MBA in order to transition to a career in brand management within the consumer packaged goods industry. I would also be interested in hearing your opinion on how your MBA prepared you for your career.

I would appreciate the opportunity to talk with you. I realize your time is valuable, and I would only need 15-20 minutes of your time. Please feel free to call or email me directly at XXX-XXX-XXXX, email.1@osu.edu. Thanks in advance for any insight or advice you would be willing to share.

Sincerely,
Jane Job-Seeker
MBA Class of 2010
Fisher College of Business
Email.1@osu.edu
123-456-7890

Office of Career Management

150 Gerlach Hall – 2108 Neil Avenue – Columbus, OH 43210-1144
Telephone: 614-292-6024 – Fax: 614-292-1007
fisher.osu.edu/careers/

Sample e-mail following a referral

To: Ms. Singh
 From: Jane Job-Seeker
 Subject: Interested in brand management; referred by Barry Alumni

Dear Ms. Singh:

Barry Alumni suggested that I contact you about my interest in brand management.

I'm currently a first-year MBA student at The Ohio State University Fisher College of Business. I am especially interested in your experience with new media marketing strategies at Acme Perfect Products.

Would you be available to meet in person or speak briefly via phone to discuss your work and career path? I won't take much of your time and will greatly appreciate any advice you can offer. Please feel free to call or email me directly at XXX-XXX-XXXX, email.1@osu.edu.

Thanks in advance for your time, and I look forward to hearing from you.

Sincerely,
 Jane Job-Seeker
 MBA Class of 2010
 Fisher College of Business
Email.1@osu.edu
 123-456-7890

Sample e-mail thank-you to a contact *(hard copy letters should be in business letter format)*

To: Barry Alumni
 From: Jane Job-Seeker
 Subject: Thank you for your assistance

Dear Mr. Alumni:

Thank you again for agreeing to be a member of my personal network. I truly value the advice of professionals like you who know brand management so well.

I especially appreciate your offer to introduce me to other professionals in your network, which I know will be extremely helpful to me. I have contacted Ms. Singh as you suggested and have arranged a time to meet with her. I can't thank you enough for your willingness to help me launch this next phase of my career. I will be sure to keep you informed of my progress.

Best regards,
 Jane Job-Seeker
 MBA Class of 2010
 Fisher College of Business

Office of Career Management

Email.1@osu.edu
123-456-7890

Sample LinkedIn invitation

To: Juan Alvarez
From: Ima Student
Dear Mr. Alvarez:

I am a second-year MLHR student at The Ohio State University Fisher College of Business. I recently noticed your profile on LinkedIn and also noted that you are a member of the Fisher College of Business group. I'd like to ask if you would join my professional network. If your schedule allows, I'd also like to arrange a time to speak with you about your work as a Director of Human Resources for General Mills, as well as discuss your experience as an MLHR student at Fisher.

I appreciate your time and consideration, and I look forward to hearing from you.

Best regards,
Ima Student
MLHR Class of 2010
Fisher College of Business
Student.1@osu.edu
123-456-7890

Sample letter asking for an informational meeting

123 ABC Street
Columbus, OH 43212
Job.1@osu.edu
123-456-7890

March 20, 2010

Ms. Julia Meadows
Recruitment and Retention Manager
Washington Real Estate Investment Trust
6110 Executive Boulevard - Suite 800
Rockville, MD 20852

Dear Ms. Meadows,

I admire your company's disciplined value-added approach to asset management. Your diversified portfolio and conservative financial structure has provided investors with increasing returns for over three decades.

I am a first year MBA candidate with significant development and brokerage experience currently exploring careers paths in the Washington, DC area. As a real estate professional I have:

- Helped my employer grow their commercial development pipeline to over \$100 Million, a 400% increase;

Office of Career Management

- Completed retail, office, and investment transactions valued at over \$18 Million; and
- Led due diligence and entitlement work for the redevelopment of challenging sites including brownfields, parcels in historic districts, and a former superregional mall.

I will be in Washington, DC the week of December 10th on a fact-finding expedition to meet with real estate professionals and learn more about potential career paths.

Could you please connect me with someone at your firm who is in asset management to schedule a brief informational interview? I will follow up in the next week to discuss a brief meeting.

Thank you for your time and consideration.

Sincerely,
Anita Job

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