

Someone you do not know but want to ask if they would speak with you

Subject: Brooklyn College student seeking career advice

Dear Ms. Last Name:

I obtained your contact information from *<list how you found them, such as LinkedIn>*. I am hoping you would have some time to talk to me to share your advice about *<what area>* careers. I am a *<class status>* and a *<major>* who is interested in speaking to you more about *<company, industry or career path>* to be better prepared. I would like to discuss *<how you entered the field, what you enjoy most about your work, advice about getting a job at , what I need to prepare myself for a career in..... >*

Would it be possible to schedule a telephone or in person appointment with you at your convenience? I would send you a list of a few questions ahead of time.

Thank you in advance for your time. I look forward to hearing from you.

Sincerely,

Your Full Name

<your contact information>

Someone who already agreed to talk to you:

Subject: Speaking with a Brooklyn College student

Dear Ms. Last Name:

I obtained your contact information from *<list how you found them, such as LinkedIn, referred by someone etc. >* I appreciate your willingness to share your time and experience with students like me who are exploring careers. I am a sophomore and history major and have developed an interest in _____. I would like to discuss how you entered the field, what you enjoy most about your work, and anything else you would like to share about your professional career. Would it be possible to schedule a telephone or in person appointment with you at your convenience? I would send you a list of a few questions ahead of time.

Thank you in advance for your time. I look forward to hearing from you.

Sincerely,

<Your Full Name>

<your contact information>