

SAMPLE EMAIL OR LINKEDIN MESSAGE

Subject: Bloustein School Graduate Student Seeking Informational Meeting

Dear Ms. Smith:

I found your name through the Bloustein School Alumni Group page on LinkedIn. As a recent graduate of the master's planning program at the Bloustein School of Planning and Public Policy, I am focusing on and pursuing organizations where the nexus of urban planning, international development and environmental sustainability are at the forefront of innovation. I see from your profile that this is your specialty area.

Would you be available for a call, or to meet you in person so that I can learn more about your career path? Like you, I am currently in New York City (in Washington, DC) and would be available to meet at your earliest convenience.

Thank you for your consideration of my request for advice, and I look forward to hearing from you.

Kind regards,

Mary Moore
MCRC Graduate Student
The Bloustein School of Planning and Public Policy
Rutgers University
555-555-5555