

SAMPLE INFORMATIONAL MEETING REQUESTS, EMAILS OR LINKEDIN MESSAGES

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? Thank you for your consideration, and I look forward to hearing from you.

Kind regards,
Mary Moore

Dear Ms. Lansky:

Your colleague, Jane Doe, and I met a few days ago at the "XYZ Planning & Policy Conference". She informed me that you are interested in hiring a motivated individual with exceptional GIS and data analysis skills. I have the background and experience to excel in this capacity. Would you be available to meet and speak further about this opportunity? Thank you for your time and consideration.

Best,
John Smith

Dear _____ :

My name is Mary Moore, a city planning graduate student at Rutgers University and intern at _____. I am writing to you as I am exploring opportunities in Austin in city planning, urban design, and community participation. In reviewing your project(s), I find mixed-use communities, and specifically community visioning very intriguing. My skills including Adobe Software programs, AutoCAD, GIS, and Google SketchUp would be valuable to your team and design projects.

Would you be available to meet during the week of _____ for an informational meeting while I am in Austin?

Looking forward to meeting with you,
Mary Moore

Dear Mr. [Bloustein Alumnus],

Thank you for taking the time to come to Bloustein to participate on the alumni panel. I enjoyed meeting you briefly and discussing your potential need for candidates with a design background to help on the ___ project. As an intern at _____, I created design elements for _____ project resulting in a presentation to the City Council.

Would you be available to meet to discuss your career and _____ experience at [name of organization]. Thank you for your time and consideration.

Sincerely,

John Smith

Good Morning _____:

I am a Bloustein grad student, concentrating in _____ and would love to speak with you and ask for your advice and learn about the field of [insert industry area]. Based on your knowledge and experience, I believe you would offer unique insight that may help me refine my career goals. Would you be available to speak with me for 15-20 minutes sometime in the next few weeks so that I may ask you some questions?

Thanks very much,

Mary Moore

Sample Email Subject Lines:

Potential Internship Opportunity at _____

Job Posting on the Bloustein Job Board

Bloustein Grad Student Seeking Career Advice

Following up to Our Meeting Last Week

Strong Applicant for your _____ Department

We Met at XYZ Conference