

NETWORKING: Email Introduction

Dear Ms/Mr. _____

I hope this finds you doing well. My name is ____ and I am an MBA candidate at Sac State. Both James Kirk and Jon Luke [the referrals] encouraged me to connect with you. I will be graduating in ____ (list the month and year) seeking an internship opportunity for ____ and ____ had mentioned that you would be an excellent person to network with.

I am conducting my research and due diligence on organizations that I am interested in learning more about, particularly as it relates to opportunities in _____ (state the field that you are interested in, for example: HR, Marketing, Operations Management, etc.). I am trying to network with experts and professionals in these arenas since I am interested in building a career in these fields. Even though, I am exploring [Human Resources and Marketing], I am also open to opportunities in other business areas.

I am aware you are busy. I was wondering if I can speak with you on an informational interview basis for ideas/advice tips in getting started or connected to these types of opportunities. Would you have availability to either zoom or speak with me in the coming days or the next couple of weeks?

Thank you for considering this request in advance. If you would like for me to attach my resume so that you can get an understanding of my professional background, please let me know. Thank you for your consideration. I look forward to hearing from you soon.

Best regards,

Scottie Worf, MBA Candidate

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