

1. If you met the person at an event

Dear Mr/Ms.,

My name is (Your Name), and yesterday (or whenever you met them), I enjoyed speaking to you about (specific topic you spoke about) at (specific event where you met them). I was hoping that we could speak again about (other question you have for them/industry specific-questions). Is there anytime next week that you would be available? I look forward to hearing from you.

Sincerely,
Your Name

2. If you are cold emailing someone

Dear Mr/Ms.,

My name is (Your Name), and I am a (your year) at Duke University, studying (your major). I found you on (resource where you found them such as LinkedIn), and I was interested in your work as (specific part of their job) because (reason why you want to talk to them). Is there anytime next week that you would be available to speak to me about (reiterate specific questions you have for them)? I would greatly appreciate this and look forward to hearing from you.

Sincerely,
Your Name

3. If someone referred you to them

Dear Mr/Ms.,

My name is (Your Name) and I am (class year) at Duke pursuing a (your intended degree). (Name of Person who referred you) is a friend of mine, and he/she encouraged me to reach out to you. [TOPIC HERE] is a great interest of mine and (Name of Person who referred you) mentioned that you work at/in [COMPANY OR FIELD HERE]. Would you be open to a brief conversation so I can learn more about [SOMETHING]?

Thank you, Mr/Ms, and I look forward to hearing from you.

Sincerely,
Your Name

4. Thank you/follow up email

Dear Mr/Ms.,

Thank you for speaking to me about (specific topic that you spoke about during your call/meeting). I am very interested in applying this knowledge as I continue to look at companies in (industry that you are looking into). I also know that we spoke about (include other topic you spoke about), and I was wondering if you know anyone in (specific job/field) that I could reach out to learn more from? I look forward to staying in touch with you.

Sincerely,
Your Name