

Shop

Subscribe



HOME **LATEST FOOD & DRINK** TECH HEALTH **MONEY HOME PARENTING** WORK **RELATIONSHIPS**

> Ad removed. **Show details**

This Template Makes Introduction Emails **Easier**

By Kristin Wong (7/09/15 3:30PM | Comments (11)





Networking is an important part of developing your career, but it can be intimidating to reach out to a stranger. The Muse suggests this simple template to make things a little less awkward.





 \square

ADVERTISEMENT

It's hard to ask someone you don't know for help, even if it's just picking their brain for a few minutes. Maybe you're not sure what to say or how to ask. This template keeps things short and to the point, without being impersonal. The Muse's Aja Frost suggests:

Dear [first name],

My name is [your name], and I'm a [job title] who works in [your location]. I'm reaching out because [reason why you want to speak with this person]. I'd love to learn more about [two or three things you'd like to learn from the person].

I'm sure you're busy, so even 20 minutes would be appreciated.

Thanks so much,

[Your name]

You can tweak the template to match your own voice, but the important elements are there: who you are, why you're contacting this person, and what, specifically, you're asking of them.

Check out Frost's full post for more detail.

Related Stories

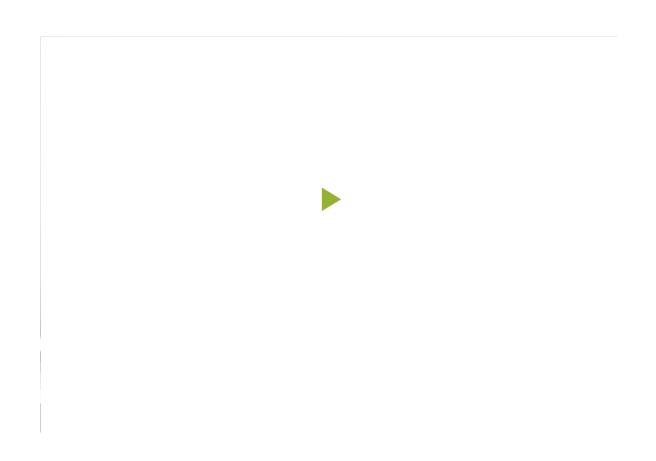
- The 'Storage Space' Under Your Bed Is a Mess (but You Can Do Better)
- Don't Throw Away Dead Leaves From Your Lawn (Do This Instead)
- You Should Embrace Safari's New Search Bar, Actually

Introducing: the Email Template That'll Get You a Meeting With Anyone You Ask | The Muse



Photo by stokpic.

Subscribe to our newsletter! Upgrade your life, one email at a time. Type your email Sign Me Up By subscribing you agree to our Terms of Use and Privacy Policy.



MORE FROM LIFEHACKER

- How to Log In to Windows Without a Password
- You Should Embrace Safari's New Search Bar, Actually
- How Much Money Do You Really Need in Your Emergency Fund?
- These No-Stress Plants Can Instantly Boost Your Home's Curb Appeal

DISCUSSION

By rickinfinity

Dear [first name],

My name is [your name], and I'm the best [job title] you have ever seen who works in [your location], and beyond. I'm giving you this time out of my day because [reason why you want to speak with this person]. If you tell me [two or three things you'd like to learn from the person] I can quickly decide if I sould grace you with my expertise.

I sure am busy, but can spare 20 minutes if you're appreciative.

Thanks sooo much,

[Your name], Esq.

See all 11 comments

Around the Web

Coding classes for kids aged 6-18.

WhiteHat Jr | Sponsored Links

Sign Up

Rediscovering Life In Death

Our Better World | Sponsored Links

Work a USA job from home in India

Jobs in the USA | Search Ads | Sponsored Links