**Initial Email**

Hi \_\_\_,

I hope this email finds you well. My name is Jay Sivadas and I am a student at the University of Chicago studying economics and computer science. I am reaching out because I am really interested in learning more about \_\_\_

I was wondering if you would be available for a 10-15 minute phone call in the following weeks to speak about your experience at \_\_\_. I understand that you are busy, but if you are willing, I am flexible and more than happy to find a time that works best with your schedule.

In case it is helpful for reference, I have attached my resume to this email. Thank you for your time and I look forward to hearing back from you soon.

Thank You,

Jay Sivadas

**Following Up**

Hi \_\_\_\_,

I just wanted to follow up on my last email and see if you would be available to talk about your experiences at \_\_\_\_ in the next few weeks? I am really interested in \_\_\_\_ because I have learned that the firm provides analysts with responsibility and impact in deals, which aligns with my values.

I understand that you are busy, but my schedule is flexible and I would love to hear about your experiences at \_\_\_\_, whenever is convenient for you.

I look forward to hearing back.

Best,

Jay Sivadas