# **Outreach Emails**

## **Warm: (Family member, Friend of Mom / Dad’s, Amrita’s Friend, etc.)**

Hello XXX,

It’s so great to be in touch! [Deeper connection to person: e.g., “How is your child? How are you doing? I haven’t seen you since XXX].

I am reaching out because I have recently decided to pivot into the field of data science. I am completing a one-year Data Science certification, and am just beginning to look at job opportunities. Prior to this course, I was a Data Analyst at RVI, which is a residual value insurance group building statistical and economic models for the company.

My ideal full-time role would be as a Jr. Data Scientist / Senior Business Analyst working for a company that promotes collaboration and mentorship. I’m looking for a job I can problem-solve, work on model creation and validation. I’d particularly like to be explaining the models and instructing others on how to execute.

I’m particularly targeting Fortune 500 companies, or business to business companies in the Stamford / Fairfield County area. The 4-5 companies that are the top of my list are Gartner, Moody’s Analytics, Deloitte, and Cigna.

I’m focusing on a local geography for now, but would also be open to remote opportunities, such as with Amazon Web Services or Facebook!

Do you know anyone who currently works at one of the companies listed? Or similar companies that you think I should consider? I would love to have a 20-minute call in the next two weeks to take in any advice or guidance you can offer.

Thank you so much in advance for your help! I am grateful for all the support.

Warmly / Best / Love,

Shrutika

## **Tepid:**

Hello XXX,

My name is Shrutika Sankar. I'm a Wellesley Alumni and I am recently decided to pivot into the field of data science. I would love to connect and learn more about what data science entails at your company and see some cool projects you've worked on if possible. Do you have any free time to talk?

Hello XXX,

It’s so great to be in touch! My name is Shrutika Sankar and I am [Deeper connection to **network** : e.g., Wellesley Alum, Tufts Alum, member of the UU Church, ex-RVI employee]. I am hoping you might be able to assist me with my dream-job.

I am reaching out because I have recently decided to pivot into the field of data science. I am completing a one-year Data Science certification, and am just beginning to look at job opportunities. Prior to this course, I was a Data Analyst at RVI, which is a residual value insurance group building statistical and economic models for the company.

My ideal full-time role would be as a Jr. Data Scientist / Senior Business Analyst working for a company that promotes collaboration and mentorship. I’m looking for a job I can problem-solve, work on model creation and validation. I’d particularly like to be explaining the models and instructing others on how to execute.

I’m particularly targeting Fortune 500 companies, or business to business companies in the Stamford / Fairfield County area. The 4-5 companies that are the top of my list are Gartner, Moody’s Analytics, Deloitte, and Cigna.

I’m focusing on a local geography for now, but would also be open to remote opportunities, such as with Amazon Web Services or Facebook!

I found your LinkedIn bio and was very excited to see [i) a fellow connection at a target company, ii) a fellow connection in the field of data science]. [BONUS POINTS: Anything that explains you’ve done your research and are being very targeted in who you have conversations with] Would you be open to a 20-minute call in the next two weeks to talk about your experience?

Thank you so much in advance for your help! I am grateful for all the support.

Warmly / Best / Love,

Shrutika

## **Cold:**

Hello XXX,

My name is Shrutika Sankar and I am hoping you might be able to assist me with landing my dream-job.

I am reaching out because I have recently decided to pivot into the field of data science. I am completing a one-year Data Science certification, and am just beginning to look at job opportunities. Prior to this course, I was a Data Analyst at RVI, which is a residual value insurance group building statistical and economic models for the company.

My ideal full-time role would be as a Jr. Data Scientist / Senior Business Analyst working for a company that promotes collaboration and mentorship. I’m particularly targeting Fortune 500 companies, or business to business companies in the Stamford / Fairfield County area.

I found you via LinkedIn and was so excited to see your bio. I was impressed by [i) role / responsibility at target company, ii) depth of experience in data science]. [NEEDED POINTS: Anything that explains you’ve done your research and are being very targeted in who you have conversations with] Would you be open to a 20-minute call in the next two weeks to talk about your experience?

Do you know anyone who currently works at one of the companies listed? Or similar companies that you think I should consider? I would love to have a 20-minute call in the next two weeks to take in any advice or guidance you can offer.

Thank you so much in advance for your help! I am grateful for all the support.

Warmly / Best / Love,

Shrutika

## **Follow-up:**

Thank you [XXX], for your response!

1. Proactively schedule
   1. “Would XXX time be convenient for you to speak? I can send a calendar invite to confirm the time”
2. Defer to their availability
   1. “YYY time works very well to be able to speak. I’m happy to send a calendar invite to confirm the time.

Again, I deeply appreciate all the help. I look forward to speaking soon!

Warmly / Best / Love,

Shrutika

## **Springboard Rubric:**

1. **Draft a message** that you will use to send out to your network once you are ready for an active job search.
   1. Remember to include:
      1. A list of your last few positions and mention that you are about to complete the Springboard course. Think your resume condensed into three bullets.
      2. Your ideal job title and function, as well as other job titles and functions you’d consider.
      3. A list of 4-5 companies you’d love to work for. (Hint: Refer back to your Company Research and Titles spreadsheet).
2. Revisit your Company Research & Title worksheet and identify 5-10 companies where you would still like to conduct informational interviews. Start identifying and reaching out to professionals at those companies to ask for an info interview. Repeat this step in the post-completion period.
3. Upload a draft of your message from Step 1 below to discuss with your career coach in preparation for your job search.

# Informational Emails

## **Warm**

Hi X!

This is Shrutika, it is great to connect with you. As you may know I have recently started my job search. Do you have any free time to talk? I would love to learn more about what data science means at [Company X]

Best Regards,

Shrutika

**Tepid:**

Hello Ms. X my name is Shrutika Sankar. I'm a Springboard student and as you know they send alerts when there is a possible connection with insight into a specific company. I would love to connect and learn more about what data science entails at your company and see some cool projects you've worked on if possible. Do you have any free time to talk?

Hello Ms. X my name is Shrutika Sankar. I'm a Wellesley Alumni and I am recently decided to pivot into the field of data science. I would love to connect and learn more about what data science entails at your company and see some cool projects you've worked on if possible. Do you have any free time to talk?

**Cold:**

Hi Bruce,

This is Shrutika Sankar. I have recently started my job search and decided to pivot into the field of data science. I would love to connect and learn more about what your data science entails for you and hear about some interesting projects you have worked on if possible. Do you have any free time to talk?

Thanks,

Shrutika