**Students: If there is a scenario you would like to have added to this list, let me know in the comments or on Slack! @maryannbarge**

**Reaching out to someone at Galvanize to ask for a referral**

Hi Mary Ann,

Thanks again for talking to me about potential companies the other day.

As I mentioned, I would really appreciate an intro to your contact at Google! I am particularly interested in this job: (link)

I am interested in Google because (specific reason/project/tech/team).

Here is a little about me to help make the introduction, and a link to my resume and github:

*George is a data scientist with a background in finance and business, and a BS degree in Statistics. He is interested in roles with a focus on NLP and machine learning, and is particularly fascinated by (x). A recent project that he worked on (capstone project blurb with link).*

*Resume link and Github Link*

Thanks and please let me know if there’s any other information I could provide you with!

George

**Replying to an intro email**

Hi Mary Ann,

Thanks very much for the introduction!

Julie, as Mary Ann mentioned, I’m very interested in learning more about roles at Google, and am particularly interested in the work being done in (x).

Would you be available to chat Wednesday or Thursday afternoon?

Speak soon,

George

**Following up with the person who referred you**

Hi Mary Ann,

I wanted to quickly say thank you again for introducing me to Julie at Google! We had a great chat Wednesday afternoon about (x) and I’m looking forward to moving forward in the process. I’ll keep you updated on how things go!

Speak soon,

George

**OR**

Hi Mary Ann,

I wanted to thank you again for introducing me to Julie at Google. Unfortunately, after our chat yesterday, it seems like I’m not a good fit for what they are after right now. However, I really enjoyed getting to learn more about (X) and we will be keeping in touch about future opportunities!

I’ll keep you posted.

Speak soon,

George

**Cold emailing a person about setting up a meeting**

Dear XX,

My name is XX, and I’m a XX currently working with XX while I complete the XX course at Galvanize. I’m reaching out because (why is this person interesting?). I’d love to learn about (something specific that this person has done).

I’m sure you’re busy, so I’d appreciate any time you have for a quick phone call (or I’d be more than happy to buy you coffee!).

Thanks so much,  
XX

**For example:**

Hi Alice,

My name is Mary Ann, and I’m a career coach currently working with students at Galvanize and helping them break into the tech industry. I’m reaching out because I am really interested in learning about new strategies for increasing diversity in tech, and I saw your recent blog post about diversity initiatives you are currently undertaking at Slack. I’d love to learn about how you implemented blind tech screens as part of your interview process and the challenges you’ve had with that.

I’m sure you’re busy, so I’d appreciate any time you have for a quick phone call (or I’d be more than happy to buy you coffee!).

Thanks so much,  
Mary Ann

**Cold messaging on Linkedin**

Hi! I really love DoorDash! I noticed you work on diversity over there, and we both have backgrounds in tech. I'd love to pick your brain about how you made the transition from tech to what you do now. Are you free for a coffee or quick phone call? It would mean a lot to me! Thanks - MaryAnn

**Scheduling an interview**

Hi Lisa,

I’m really looking forward to chatting with the team later this week!

My availability is as follows:

Wednesday 10 - 12, or 2 - 6

Thursday all day

Friday before 11 am

Let me know if any of those times work for you.

Thanks again for your help with scheduling!

Speak soon,

George

**Following up with a recruiter after an interview**

Hi Lisa,

Thank you again for organizing the phone call with Jimmy! I really enjoyed the chat, and learned a lot about how Lob is using Machine Learning to improve shipping.

I’m looking forward to hearing about next steps.

Speak soon,

George

**Following up with interviewer after an interview**

Hi Jimmy,

Thanks again for taking the time to chat with me today! I really enjoyed learning more about how Lob is using machine learning to improve shipping. Our chat reminded me of this article I was reading the other day about (X) that I thought you might find interesting: (link) *(or something else personalized to the conversation)*

I’m looking forward to hearing about next steps!

Speak soon,

George