



Outreach Email Template for Job Seekers

Best for reconnecting with professional and personal contacts

Questions? Contact Carla Costa, Program Director at ccosta@amherst.edu

Dear [NAME],

My time at Amherst is coming to a close this [TIMEFRAME] and I'm looking to explore new opportunities and prospects. [OR COULD BE ABOUT STARTING YOUR SEARCH FOR A SUMMER INTERNSHIP]. I have been actively searching but I'm writing to you because I need your help to get the broadest view of what's out there.

WHAT I'M LOOKING FOR

[EXAMPLE OF SPECIFIC SECTOR WITH BRIEF DESCRIPTION]

NONPROFIT. Employment with a nonprofit is non-negotiable for me because of a lovely student loan debt forgiveness program that I'm enrolled in.

[EXAMPLE OF SPECIALIZATION WITH BRIEF DESCRIPTION]

ARTS. As an arts administrator, I'm primarily focused on work in the arts and am hopeful I can find some exciting opportunities. I should also say that I'm more program director than fundraiser, so jobs where development is the primary function are not suited to me.

GREAT PLACES TO WORK. If it's not in the arts, that's okay with me as long as it's a role where I could learn and grow, or it's with an organization where people love to work.

[WHERE YOU WANT TO BE]

NEW ENGLAND, NEW YORK, + PHILLY. That includes: the Pioneer Valley; Portland, ME; Providence, RI; Boston, MA; New York/Brooklyn, NY; and Philadelphia.

[ANYTHING ELSE YOU FEEL IS IMPORTANT TO NOTE ABOUT OPTIONS THAT MAKE SENSE FOR YOU.]

FLEXIBLE ARRANGEMENTS. It may work out for me to put together two part-time positions or to work remotely/telecommute. I'm open to those options for worthwhile work.

FEEL FREE TO SEND ME

[TELL PEOPLE EXACTLY HOW TO HELP]

- links to your favorite job search site
- links to postings
- ideas for places and people to contact who may not have any public job postings
- any ideas you think will be helpful

[INCLUDE YOUR RESUME AND LET PEOPLE KNOW THEY CAN SHARE IT]

Attached is my resume so you'll have a sense of my experience. Please feel free to send it along to anyone who you think should have me in their sights.

You're someone whose work I respect, so thanks in advance for taking time to keep an eye out for me!

All best,

[NAME]

[PHONE NUMBER]