**Cold Email Template for Networking #1**

Subject: Questions regarding your background and experience

Hello [FIRST NAME],

I’m [FIRST LAST NAME], and I’m a [TITLE] at [ORGANIZATION]. The reason why I am contacting you today is to set up an [informational interview/networking session/Q&A session] with you to learn more about your background and how you got to where you are now.

I see that we are both [SIMILARITIES] and have interests in [SIMILARITIES]. If your time permits, I would like to schedule a 30-minute phone call with you sometime next week. If so, please let me know what times work best for you! Thank you!

Sincerely,

[FIRST LAST NAME]

[links to your social media accounts]

**Cold Email Template for Application #1**

Subject: Application for [JOB TITLE] – [FULL NAME]

Hello!

I’m [FIRST LAST NAME], and I’m a [TITLE].

I was excited to see that [COMPANY] has an opening for a [the job], and I would love to join your team in this position. [One or two specific reasons why you like the company.]

My education in [MAJOR], [NUMBER OF YEARS] years in [FIELD], and skills in [SKILLS] will let me get right to work [doing the tasks required for the job].

[Anecdote that shows the aspects of your personality or working style that make you perfect for the job]. [Project or achievement that proves you have what it takes, including numbers or stats from it].

You can read more about my qualifications and experience from my attached resume, and you can see examples of my work at [link to your portfolio / website].

Thank you in advance for your time. I look forward to talking with you about how I can help [COMPANY NAME] as your new [JOB TITLE].

Sincerely,

[FIRST LAST NAME]

[links to your social media accounts]

**Cold Email Template for Application #2**

Subject: Introduction for [TITLE]

Hi [NAME],

My name is [YOUR NAME] a [AGE] year-old [TITLE/DESCRIPTION OF YOURSELF], and I’d like to be on your [POSITON}.

My empathy, creativity, and ability to execute will certainly yield market insights for your work. Recently I have worked as an engineer and designer at [ACTIVITY NAME], doing [ACTIVITY]. During that time, I [DESCRIBE MORE DETAILS].

Prior, [OTHER ACTIVITY THAT IS RELEVANT]. And before that, I [OTHER ACTIVITES THAT ARE IMPRESSIVE].

I believe my experience and drive would make me a valuable resource for your work. I would be honored to work for you in this capacity if you have such a need.

Graciously,

[FIRST LAST NAME]

[links to your social media accounts]