Sample Email

Subject: Request to chat from a friend of Kathleen Mullaney

Hi Cameron,

I am an early-career front-end developer hoping to learn more about Asana and your amazing work with their web design. Kathleen suggested that I reach out to you after I saw that you were connected on LinkedIn, and I am writing to ask if I could meet with you for a short informational interview. After five years as a high school math teacher, I decided to try out a different career and enrolled in the Udacity Front-End Web Developer Nanodegree program. My goal is to one day work as an in-house front-end designer for a tech company, and I would really value your perspective on what your experiences have been like so far.

Would you be available to meet with me sometime in the next two weeks? I would be happy to take you out for coffee at a time that would be convenient for you. Thank you for your time, and I look forward to hearing from you soon!

Sincerely,
Salwa Muhammad
linkedin.com/in/salawnur