

Subject line: Interested in connecting

Dear _____,

My name is [first and last name], and I am [reason you know the person/reason you want to meet; for instance, “a friend of Leonardo DiCaprio, your former co-worker” or “a recent grad from XX University with a degree in computer science”]. I hope you’re doing well.

[Then, the reason you want to meet; for instance, “As I’m new to the job market, I hope we can meet for coffee so I can learn more about your career and job prospects in the field of animation.”]

NOTE: Ask to meet early in the email so the person knows what you want right away.

[Then, prove you did your research on the person through a company website bio or LinkedIn profile; for instance, “I checked out your bio and see you have a lot of design experience, particularly from your time in Hollywood on big budget animated films. That must have been a fantastic opportunity.”]

NOTE: Take the time to understand the other person’s career. He/she will appreciate your interest and be more willing to respond.

To quickly give you my background, I [one to two highlights from your resume that would matter to this person; for instance, “recently completed an internship at Acme Corporation, in which I was able to use the software programs XXXX and XXXX.”].

Again, it would be great to meet with you in person. Please let me know your availability over the next couple of weeks.

Thank you, [person’s name]. I look forward to talking with you.

Your first name

Email signature