**SAMPLE NETWORKING EMAIL FOR ALUMNI MENTORS**

Mary Smith

Information Officer

Philadelphia Hospital

Philadelphia, PA 11111

February 1, 20XX

Dear Ms. Smith:

I received your name through the Alumni Relations mentor page as an alumna (alumnus – if male) who would be willing to meet with students regarding career information and I am writing to see if we may be able to arrange a time to meet.

As a current Communications senior, I am exploring my options for post-graduate opportunities. My concentration is Corporate Communications and I am specifically interested in applying my skills within the health care industry. I am originally from the Philadelphia area and would like your advice regarding strategies for my job search.

Would you be willing to meet or talk by phone? Since this is my last semester, my schedule is flexible and I am home most Fridays. If you would prefer, we can arrange a phone appointment at your convenience. My email is doejane@etown.edu or I can be reached by phone at 222-222-2222.

Thank you for your consideration, I look forward to hearing from you.

Jane Doe

Elizabethtown College, Box 111

1 Alpha Drive

Elizabethtown, PA 17022

**SAMPLE THANK YOU FOLLOWING NETWORKING MEETING**

Mary Smith

Information Officer

Philadelphia Hospital

Philadelphia, PA 11111

February 1, 20XX

Dear Ms. Smith:

Thank you for taking the time out of your schedule to meeting with me. I greatly appreciate your assistance in helping me to explore my options in the Philadelphia area.

Your recommendation regarding joining the Philadelphia Chapter of the Communications Officers Association was very helpful. I am finding more information about the options for Communications majors as I talk with others in the field. As you suggested, I have also contacted Mr. Jones and we will be meeting in a few weeks.

Thank you again,

Jane Doe