**SAMPLE EMAIL INTRODUCTIONS:**

**Letter for known position in company:**

Dear \_\_\_\_\_\_\_\_\_\_\_:

I am writing regarding the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ within your department. I have already submitted the attached cover letter and resume through the University of Michigan system, but wanted to go “above and beyond” and provide a very personal introduction.

I am a huge proponent of the University, having received my degrees here and as a current employee, and would love the opportunity to discuss my candidacy.

Thank you so much for your time and consideration.

Sincerely,

OR

Dear \_\_\_\_\_\_\_\_\_\_\_:

I have always been very impressed with the Marriott and follow the organization. Currently I found the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ within your department and although I have already submitted the attached cover letter and resume through the formal system, I wanted to go “above and beyond” and provide a very personal introduction.

I welcome the opportunity to discuss your needs and how I might contribute to your department moving forward.

Thank you so much for your time and consideration.

Sincerely,

OR

Dear \_\_\_\_\_\_\_\_\_\_\_:

I am a Ross School of Business alumnus and found your name after searching LinkedIn for Ross alumni in your area of expertise. I have always been very impressed with the Marriott and follow the organization. Currently I found the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and although I have already submitted the attached cover letter and resume through the formal system, I wanted to learn more about the organization and how best to navigate internally.

I know your schedule is busy but I welcome the opportunity to have a 20 minute discussion and receive your advice and guidance.

Thank you so much for your time and consideration.

Sincerely,

**Email for reaching out for networking informational meeting without contact:**

This approach email covers three parts concisely: **Who you are and how you got their name. Why you are contacting them. What you would like them to do.**

Dear [name]:

I am a Ross School of Business alumnus (degree, year) currently in a career transition (or pivot) and found your name on LinkedIn after searching for Ross alumni working at XYZ company in your area of expertise.

I have created a strategy document and would love to schedule a 15 minute call to get your advice and guidance on my thoughts and direction.

Many thanks for your time and consideration,

Carrie Camper (degree, year)

Email and phone number

**Another example of an email to connect for a networking informational meeting:**

Hi Jonathan,

I am a Ross alumni and found you on LinkedIn. I would like to request an opportunity to have a brief phone conversation to get your advice and guidance on my current search strategy. Throughout my time researching companies, ABC company has consistently remained at the top of my list, and I am very interested to learn more about the company culture, how my background would be perceived and how best to navigate internally.

Thanks so much for your time and consideration.

Go Blue!