



Subject Line shows 'referred by' and intent

1st paragraph introduces self, explains why them, and tells them what you want

To... colettesmythe@company.com
Cc...
Bcc...
Subject: Jane Reno referred me - info interview request

Dear Ms. Smythe:
Formal Salutation

I am a first-year MBA student at UW Foster School of Business interested in health care consulting. I recently spoke with Jane Reno at an alumni event and she mentioned that you have a wealth of experience in the health care industry. At your convenience, I would like to set up a twenty-minute appointment with you to learn more about working in this field.

My background includes three years with the Social Security Administration conducting audits for the health care division. From working with health care providers, insurers, and the federal government, my interest and knowledge of the various health care issues in the United States has increased.

I would appreciate your advice and opinions about how my experience might be valued as a health care consultant. Are you available for twenty minutes on a Friday some time? I am happy to accommodate your schedule as much as possible.

Thank you for your time and consideration.

Best regards,

Joe Martin

Always say thank you.

2nd paragraph: why you – short!

3rd paragraph: the polite ask

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Email signature has your current status and LinkedIn profile link