



Initial Cold Email (to Alumni)

Subject: [University Name] Student Interested in [Industry / Firm]

Hi [Name],

I hope this note finds you well.

My name is [Your Name] and I am a current [freshman / sophomore / junior / senior] majoring in [Your Major] interested in pursuing a career in [Industry]. [I found your profile on LinkedIn / I recently spoke with [Point of Reference] who mentioned you would be a great resource to learn from], and was wondering whether you would be available for a ~10-15 minute phone call in the coming weeks to speak about your experience at [Firm].

I understand you must be busy, but if you're willing, I would be more than happy to find a time that works best for your schedule. In case it may be helpful to provide more context on my background, I have attached my resume here for your reference.

Thank you very much in advance! I look forward to hearing back from you soon.

Best,
[Your Name]