



## **Professional Reach Out to Contacts**

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After deciding whom to contact, you will need to reach out to your contacts and ask to schedule an informational interview. Your initial contact is a first impression, so it is vital to convey a sense of professionalism. The initial contact should be professional, concise, and specific about what you are asking for (career information and advice – not a job or internship).

Information to Include when reaching out to contacts:

- Who you are: name, major(s), certificate(s), year in school
- How you found their contact information: LinkedIn, Wisconsin Alumni Association Directory, friend, family member, colleague, professor
- Why you are reaching out to them: for career information and advice
- Your contact information: phone and email

## **Example: Email to Close Contact**

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Subject: Assistance with Career Planning and Job Search

Dear Uncle Bascom,

As you know, I am beginning to consider my post-college career plans and I am working to find a great first job. Right now I am most interested in careers in the following areas: sales and retail management.

You are a success and connected person, so I was wondering if you could talk with me about your career or connect with anyone you know in the fields I mentioned. I am seeking career advice and insight. I appreciate your time and consideration.

I hope you are doing well! Thank you!

Bucky

## **Example: Message to Alumni via LinkedIn**

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Subject: Request for career advice from UW Economics student

Dear Ms. Sewell,

My name is Bucky Badger and I am a junior at the University of Wisconsin-Madison studying Economics. In my search for UW alumni that work in the banking industry, I came across your name in the University of Wisconsin-Madison Economics LinkedIn group.

I was excited to see that you work in commercial real estate lending at Badger Bank because I am interested in exploring this field. It would be great to get your perspective on your current position and the commercial real estate lending industry. Could we schedule a brief meeting or phone conversation, so I can learn more about your career and experience?

Thank you for your time and consideration. I can be reached at 608.555.1234 or badger@wisc.edu.

Sincerely,

Bucky Badger

## **Example: Email to Referred Contact**

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Subject: Request for informational interview from UW Economics student

Dear Mr. Mendota,

I am a rising senior at the University of Wisconsin-Madison majoring in Economics with a certificate in Mathematics. In a recent conversation about with my economics professor, Richard Van Hise, recommended that I contact you to learn more about your role at the Federal Reserve Bank of Chicago. I'm interested in learning about your current role as a Research Associate and career path. May we schedule a 20-30 minute phone conversation?

I hope that we have a chance to talk about your career. Thank you for your time and consideration.

Best regards,

Bucky Badger  
badger@wisc.edu | 608.555.1234