

APPROACH EMAILS & MESSAGES: TEMPLATES



Unsure how to make that first move and reach out to a fellow alum or professional in your desired field? Check out the examples below to get started.

BASIC EMAIL OUTREACH TEMPLATE

Hi [Name],

My name is Maizie and I came across your profile while I was looking for people who [Insert Angle]. Your experience really stood out to me because [Insert Reason], I hope you don't mind me reaching out.

I'd love to learn more about [Angle]. I know you're busy and your time is valuable but if you have a few minutes to chat, I'd be really grateful. Have a great week!

Best,
Maizie



As an example, let's say you're reaching out to someone who works as an Engineer at Microsoft but came from a non-tech background. Here's a template using that angle:

Hi [Name],

My name is Maizie and I came across your profile while I was looking for people who made their way into the tech space from a "non-traditional" background. Your experience making the jump from [Company] to Microsoft really stood out to me, I hope you don't mind me reaching out.

I'd love to learn more about your journey, talk through some of the challenges you ran into, etc. I know you're busy and your time is valuable but if you have a few minutes to chat, I'd be really grateful. Have a great week!

Best,
Maizie

FOLLOW-UP EMAIL TEMPLATE (TO USE EVERY 5 BUSINESS DAYS)

Hi [Name],

I hope you're having a great day.

I know this is a busy time of year and I realize how valuable your time is. I wanted to quickly follow up on my note below. I'm grateful for any time or advice you have to offer. If it's too much to ask, I totally understand. Either way, have a great week!

Best,
Maizie

LINKEDIN OUTREACH TEMPLATE

Hi [Name],

As a fellow Michigan grad, I was thrilled to come across your profile -- especially your focus on [X and Y]. Any chance you'd be open for a 10-minute Zoom chat next week?

Best,
Maizie

