



Building your professional network is important. Making sure your written communication is clear and impactful is important. Below is an easy two step process for making outreach and setting up a phone call or in person meeting.

**Step #1 LinkedIn or E-mail Outreach:**

Dear (Name),

My name is (Name) and I am a NexGenT FSNE student. Currently, my career interests include (Positions and or Position) within a large corporate structure. I would like to gain some practical career insight into each of these areas in order to further plan my career focus while here at NexGenT. Based on your LinkedIn profile, I believe you could provide me with excellent insight into my areas of interest. I am writing to ask if it would be possible to schedule a time to speak with you on the telephone and get some professional insight? I have attached a copy of my resume, and I look forward to speaking with you.

Sincerely,  
(Name)

**Step # 2 Confirming your Phone Call or In Person Meeting:**

Dear (Name),

Knowing your schedule is very busy, I want to confirm that we are still scheduled to speak at (time/day). Additionally, I want to be respectful of your time and provide talking points for our conversation. It would be very beneficial if we could cover the following topics:

- Your time with NexGenT and choosing your career path
- Current role/industry
- What developments on the horizon could affect future opportunities?
- What are some of the typical advancement paths in this field
- Advice about networking, gaining experience, developing skillsets necessary to be competitive for the industry

I know it is critical for my success to get started early in the process. Having alumni like yourself give back to a NexGenT students means a great deal to me.

Thank you again for your time, and I look forward to speaking with you.

Sincerely,  
(Name)