



Cover Letters and Professional Correspondence

Positive First and Lasting Impressions

In addition to your résumé, cover letters and other professional correspondence are your tools to make and maintain a positive impression. While résumés provide an overview of your qualifications, education, and experiences, cover letters and professional correspondence introduce you as a candidate, establish relationships, and nurture lasting relationships between you and the organization or your contact. This document contains general guidelines and sample letters and correspondences to help you make positive first and lasting impressions.

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Want Assistance with your Letters and Correspondence?

Read this document and if you feel you could use more assistance with your cover letter or other professional correspondence, the Office of Career Services will assist students and alumni at any point in the writing process. You DO NOT need a complete document to come see us!

Scheduling an appointment: Career counselors are available to meet with students and alumni for cover letter and professional correspondence assistance and critiques, as well as a variety of other career development related topics. To schedule an appointment, either visit us in McMahon 102 or call (202)319-5623 between 9:00 AM and 5:00 PM or email us anytime at careers@cua.edu.

Walk-in hours: For a quick cover letter or professional correspondence critique or question, visit us Monday-Thursday 3:30-4:15 PM in McMahon 102.

Cover Letters

What is a Cover Letter?

Cover letters are an integral part of securing a job, internship, or other opportunity, as it is often the first contact you have with a prospective organization. **Cover letters are your opportunity to provide more depth to your skills and experiences on your résumé, while also connecting those skills and experiences to the opportunity you are seeking.** As such, cover letters should always be tailored to the opportunity you are seeking, to demonstrate your understanding of and enthusiasm for the specific opportunity and organization. A well-written cover letter presents you as a qualified and unique candidate for the opportunity, encouraging the reader to offer you an interview.

There are two basic types of cover letters – application letters and letters of inquiry. Additionally, in some application processes you may be requested to provide a personal statement and/or writing sample, particularly if you are applying to graduate studies or other academic opportunities.

→ *Application Letters*

What you would consider a traditional cover letter, an application letter accompanies your résumé and application materials for a posted opportunity. As such, you should use the qualifications listed on the opportunity description to tailor your letter and indicate how you are the best fit for this specific position with the organization.

→ *Letters of Inquiry/Interest*

Rather than being written in response to an advertised opportunity, a letter of inquiry or a letter of interest is written to ask about possible opportunities. Since you are not addressing a particular posted opportunity, a letter of inquiry is typically more self-focused while also conveying a genuine interest in the organization and desire to gain experience with that organization and/or in the associated academic or industry area.

→ *Personal Statements*

Graduate programs or other academic opportunities will likely request you to write a personal statement. You may be asked to respond to a writing prompt, or to write about yourself, your experiences, and why you are applying to the particular program. Similar to a cover letter, a personal statement is your chance to express your interest in the specific academic field and graduate program. Learn more about personal statements on the Purdue OWL website (owl.english.purdue.edu/owl/resource/642/01/) or by setting up an appointment with a career counselor.

→ *Writing Samples*

When applying to opportunities, you may be requested to provide a writing sample, particularly for research and writing focused jobs, internships, or graduate programs. Your selected writing sample should convey your ability to write professionally, clearly, and succinctly. Depending on the type of opportunity you are applying to, you may consider submitting academic papers, policy brief or memos, news articles, blog posts and other web content, or press releases. Samples can either be a previously written document or even a new piece written about an issue area relevant to the opportunity you are applying for. If a desired length is not noted on the application, choose a sample between two and five pages. Ensure your selected sample is free of spelling and grammar errors. The Writing Center (english.cua.edu/wc/) is available to assist current students with the writing, editing, and proofing process.

How to Write a Cover Letter

Effective cover letters are personalized and tailored to the specific opportunity for which you are applying, so it is essential that you take the time to research the position and organization prior to writing. By taking the following steps before and while writing your cover letter, you can help your cover letter set you apart from those of other candidates.

1. **Review the position description** – Read the description carefully to ensure you know the organization’s expectations and the requirements of the position. It is often helpful to print the description, highlight and annotate it, and review it while writing.
2. **Research the company** – Take the time to research the mission, background, and activities of the organization. Doing so not only allows you to make sure your background and interests fit the organizational culture, but also helps you personalize and tailor your cover letter and other application materials.

3. **Connect your skills and experiences** – Draw upon your previous work and internship experiences, volunteer work, class projects, campus involvement, etc. to demonstrate how you have the desired qualities and would be a good fit for the opportunity and/or organization.
4. **Format your cover letter properly** – Cover letters should be a maximum of **one page in length, in the same font as your résumé, and written in business letter format**. You can learn more about the business letter format on the Purdue OWL website (owl.english.purdue.edu/owl/resource/653/01/) or by setting up an appointment with a career counselor. Included in the outline below are more formatting and writing guidelines.
5. **Ensure your cover letter is free of spelling and grammar errors** – Be sure to have someone other than you read over your letter. Other readers will often identify mistakes you miss. Stop-by during walk-in hours or set up an appointment with a career counselor for assistance with the editing process.

Cover Letter Outline

Heading (Use the same header as your résumé for consistency across all your documents. This header should include your present address, city, state, zip code, phone number, and email address.)

Date (The date the letter was written in Month dd, yyyy format)

Employer’s Name (could also be the name of the recruiter or head of the search committee)

Job Title of Employer

Organization Name

Street Address

City, State, Zip

Dear Mr./Ms./Mrs./Dr. Employer’s Last Name: (Always use an actual name followed by a colon. If a name is not specified, contact the organization’s human resources. If all else fails, use “Dear Hiring Manager” or “Dear Selection Committee”, not “To Whom it May Concern”, as it is out of date and impersonal.)

Opening Paragraph: Succinctly introduce yourself and inform the reader why you are writing. Use this paragraph to state the position you are applying for, how you became aware of it, and why you are interested in the position/organization. If you have a point of contact who has referred you to the organization or position, mention their name and connection to the organization (if they have given you permission).

Body Paragraph(s): In 1-2 paragraphs, provide evidence of your qualifications by describing specific examples of how your experiences, skills, and knowledge are related to the opportunity for which you are applying. Make sure to state precisely how your experience, interests, and career goals connect to the position as well as the organization’s activities and mission. In doing this, **focus on how you can help the organization meet its needs**, not what the organization can do for you by answering the question, “How would these skills translate to the opportunity you are applying for?”

Closing Paragraph: Summarize and reiterate your interest in the position and desire for an interview. Make sure to include a closing statement thanking the reader for their time and consideration. Finally, express your anticipation of them contacting you. You can also indicate a timeframe in which you will follow up with them, unless requested that you do not contact them.

Sincerely,

Your Signature (only if a hard/printed copy)

Your Typed Name

Sample Position Description

RESEARCH ASSOCIATE

The Z-Agency Consulting Firm

Location: Washington, D.C.

Position Type: Regular Full-Time

Application Deadline: 05/15/20xx

The Z-Agency Consulting Firm is a non-profit, bipartisan public policy organization that has a long tradition of contributing to the national discourse about issues in education, welfare, and social justice. Through research, advocacy, and publication, we study trends to find solutions to the most pressing challenges that face our society today.

Our firm is seeking a research associate to **work in collaboration** with a team on research studies focusing on the use of **media outreach including social media management**. The candidate must be **self-motivated, detail-orientated individual with excellent communication and organizational skills**. He/she must also have an ability to **work independently with minimal supervision**.

Duties and Responsibilities:

- Engage in professional research, analysis, and writing for publication
- Monitor, analyze, and report on the performance of social media engagement efforts; make recommendations for ongoing refinement based on results
- Track media hits, while developing and maintaining a comprehensive media list
- Draft and edit reports about latest social trends and research findings
- Maintain all project records and documents
- Prepare and assemble briefing materials as directed
- Other duties as assigned

Qualified candidates should complete the application on our website, and submit a résumé and cover letter with the online application by the May 15, 20xx deadline.

Mission statement: Use the company's mission statement (or company values, culture, vision, etc.) as a way to state why you are interested in applying for the position. If the mission statement is not included with the job description, make sure to research the company's mission statement.

Qualifications: Companies tend to indicate the characteristics of the "ideal" candidate. When reading a job description, highlight what the company is looking for. As you write your cover letter, focus on showing that you have those sought-after qualities using examples from your prior experiences.

Duties and Responsibilities: Review this list closely. You will need to show in your cover letter that you would be able to carry out these required responsibilities and tasks. Highlight prior experiences to show that you completed similar tasks in the past, and will be able to perform them competently in the new job as well.

Read the job description to the end!

This is where employers typically list what they want you to submit and how to submit the material in order to review your candidacy. Even if you are the "perfect" candidate for the posted job, the employer will not likely consider you for the position if you do not submit all of the requested material or if you did not submit them in the manner that was directed.

After carefully reviewing the job description, consider the following:

- How many of the listed requirements/qualifications do you meet? It is rare that you will be a perfect match, but think about whether or not your educational background and prior experiences have prepared you to perform a majority of the job duties and responsibilities.
- Beyond the job title, **does this look like a job that you would be happy doing?** Employers often list the duties/responsibilities in a descending order of relevance and importance. Note the things you may not enjoy doing and how high they are on the list.

Sample Internship Cover Letter

RED CARDINAL

Local Address: 620 Michigan Avenue, NE Washington, D.C. 20064	202-123-4567 123cardinal@cua.edu linkedin.com/in/redcardinal	Permanent Address: 289 Main Street Springfield, CA, 22212
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December 15, 20xx

Mrs. Dolly Madison
Staff Assistant
The Washington DC Office of Congressman James Madison
2233 Rayburn House Office Building
Washington, D.C., 20515

Dear Mrs. Madison:

As a student majoring in Politics and working towards a certificate in intelligence, your recent posting on Handshake of the Spring 20xx Congressional Internship in Congressman James Madison's Washington D.C. Office caught my attention. This particular opportunity to work on Capital Hill is a match for my academic pursuits and career interests. As a candidate with **noteworthy customer service experience and with an academic background related to the Congressman's Homeland Security Committee and Counterterrorism and Intelligence Subcommittee work**, I not only have the skills, but the awareness to be able to carry out the duties and responsibilities of this internship opportunity effectively and knowledgeably.

Over the past year and during school breaks, I work as a team member at Chick-fil-A. Through this experience I have gained significant customer service skills, including maintaining a customer first mentality during usual customer interactions and when handling customer complaints. My ability to listen to customer needs, respond in an informed and calm manner, and notify a superior when necessary has been recognized by my shift managers on multiple occasions. I have also found these listening and communication skills beneficial during my academic experiences as all of my classes have had group project and presentation assignments. **In particular, this semester in my Introduction to America Intelligence course I worked in a group of three to examine a recent terror event using an interdisciplinary method.** I myself researched the psychology behind the act. Our group then worked to produce a two-page document to concisely communicate each interdisciplinary perspective on the event. These customer service, communication, and research skills prepare me to be successful in the duties of a Congressional Internship, including confidently answering constituent messages on various issues and researching and drafting memos on legislation for the Congressman and his legislative staff.

Attached is my résumé which highlights my customer service and research experience along with my transcript. I will follow up next week to inquire if any additional information is needed. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Sincerely,

Red Cardinal

Use the **same header as your résumé** for a polished and branded look.

Always try to address the letter to a specific individual.

Summarize your interest and qualifications. Make sure to demonstrate that you have researched and understand the organization and/or individual and how your interests and background aligns.

Highlight specific examples from your professional and academic experiences relevant to the position.

Connect your skills and experiences to the position description. Tell the reader why you are the candidate that meets their needs.

Address any instructions on the job applications (e.g. transcript request, writing sample, etc.)

Sample Full-Time Position Cover Letter

Use the **same header as your résumé** for a polished and branded look.

If you try all options (including contacting the organization's human resources) and **you cannot identify a contact, address either the hiring manager or committee.**

If you have a contact who has referred you to the organization and/or position, make sure to **mention your contact by name.**

Demonstrate your interest in the organization (e.g. your career interests, geographic location, etc.).

Make sure to **connect your skills and experiences to the position** description. Tell the reader why you are the candidate that meets their needs.

Remain professional in your final paragraph and **state your availability for an interview.**

There is no need to include your contact information in your final paragraph if it appears in your header.

Red Cardinal

620 Michigan Ave. NE, Washington, D.C., 20064
123cardinal@cua.edu • 202-123-4567
linkedin.com/in/redcardinal

February 3, 20xx

Hiring Manager

Garvey and Associates, Inc.
800 King Farm Blvd, Fourth Floor
Rockville, MD 20850

Dear Hiring Manager:

When talking with your representative, James Whitmer, at The Catholic University of America's Spring Career Fair, I was happy to hear of the need for Entry Level Civil Engineers at Garvey and Associates, Inc. As someone with experience in and a passion for sustainable design, **I am excited for the opportunity to join a firm that focuses on environmental and landscape architecture.** Additionally, after graduating this May from the Civil Engineering program here at Catholic **I hope to remain in the Washington, D.C. Metropolitan area, so I am eager to bring my experience and interests to the opening at your Rockville, Maryland location.**

My attached résumé demonstrates I have a solid technical and educational foundation, which I have been able to apply at my current internship at Rock and Webster. There, I have supported the engineering staff by creating construction documents for several restoration and infrastructure improvement projects, demonstrating technical proficiency using AutoCAD. I have further proven my technical skills, while working in a team atmosphere during my junior and senior design projects. In particular, I have been working in a group with three of my peers to study water collection and reuse. Our goal is to produce a proposal to redesign a campus parking lot into a green space which would also include below ground cisterns for water collection and reuse on campus. **My demonstrated technical and project skills and my interest in environmental and sustainable design would be a great addition to your engineering team.**

I would be happy to schedule an interview with you at your earliest convenience to discuss my interests, background, and qualifications further. In the meantime, please let me know if there are any additional documents or information I can share with you. Thank you for your time and consideration.

Sincerely,

Red Cardinal

Sample Letter of Inquiry/Interest

Red Cardinal
Washington, DC, 20064 • 123cardinal@cua.edu • 202-123-4567
linkedin.com/in/redcardinal

October 27, 20xx

Ms. Sara O’Connell
Internship Coordinator
Catholic Relief Services
228 W. Lexington St.
Baltimore, M.D. 21201-3443

Dear Ms. O’Connell:

In a recent conversation with my advisor, Dr. Allen, here at The Catholic University America he suggested I contact you to inquire about any anticipated summer student opportunities with Catholic Relief Services (CRS). I noticed on Handshake that CRS has offered summer internships at the Baltimore headquarters in previous years. I am Baltimore native with an interest in pursuing a career in international humanitarian aid and development. I would be grateful for any experience I could gain with CRS. As an Anthropology major with a Peace and Justice Studies minor, I have extensive knowledge of international issues. This coupled with my Spanish language skills and enthusiasm for international service would make me to make valuable contributions to CRS.

During my Anthropology studies, I have focused on global perspectives and international issues by taking courses such as Migrants, Refugees, and the Homeless; Globalization and the Culture of Capitalism; and Humanitarian Intervention and Development. Not only have I learned a great deal about world culture and issues, but I have consistently received positive feedback from faculty regarding my research projects and academic group projects. While here at Catholic University, I have also been able to apply these new perspectives to my local and international service work to best serve people of different cultures and backgrounds. Specifically, I have been active with the campus chapter of Habitat for Humanity, participating on two build trips and conducting outreach and fundraising locally. I have found great joy in this work of using my academic background and Spanish skills to empathize with the individuals and families we serve. My dedication to the organization and its mission has been acknowledged as I have the privilege to be a leader of one of the 20xx Spring Break build trips. I would like to continue to contribute my knowledge of and dedication to service of others to CRS this coming summer.

I look forward to speaking to you further about potential summer opportunities with Catholic Relief Services. I have attached my résumé highlighting my academic and volunteer work for your review. Thank you for your time and consideration.

With thanks,
Red Cardinal

If you are **sending your letter as an email**, do not include the business letter heading, but make sure to **use a descriptive subject line** (e.g. “Summer Opportunity with CRS Inquiry – Red Cardinal”).

Although you do not have a position description, you can find a similar one online or focus on transferable skills to **emphasize how you can be of value to the company and its mission overall.**

Like a cover letter, highlight specific examples from your professional and academic experiences relevant to the organization.

Communicate your excitement to speak with them about any possible opportunities and **make sure to also attach your résumé.**

Professional Correspondences

Thank You Letters

One of the most effective ways to stand out from other job candidates is to send personalized thank you letters or emails to the individuals who interviewed you and those who helped you with your job search. A thoughtful thank you note can go a long way. When writing your thank you notes, keep the following in mind:

- A thank you note after an interview should do three things **1) thank the interviewer(s) for their time, 2) reiterate your interest in the opportunity, and 3) remind the interviewer(s) of your qualifications.** To accomplish this, it is helpful to mention something you discussed in the interview and/or any additional qualifications you were unable to speak about in the interview.
- Always **send personalized thank you notes to each person you interviewed with.** If possible, it is helpful to collect business cards throughout your interview so you do not have to search for names and contact information later. Make sure each letter is personalized, in case the recipients compare notes.
- Make sure the interviewer receives your letter/email while their impression of you is still fresh and prior to making a hiring decision. A good guideline to follow is to **send your thank you note(s) within 24 hours of the interview.**
- **When deciding between a handwritten thank you and an emailed one consider the company culture and the hiring timeline.** Handwritten letters are more traditional and can add a person touch, but if the interviewer is looking to make a decision quickly, it is best to send an email.

NOTE: When emailing thank you(s), make sure to include the name of the position in the subject line and the words “thank you” (e.g. “Thank You – Social Media Internship Interview”).
- **Proofread and edit your thank you note(s).** Make sure your note(s) are sincere, concise, and spelling and grammar error free.

Sample Interview Thank You Email

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Thank You – Research Associate Interview

Dear Ms. Green,

Thank you for taking the time to speak with me about the Research Associate position with the Z-Agency Consulting Firm. I enjoyed the opportunity to speak with you and your team and learn more about the impact Z-Agency’s research has made on bi-partisan education, welfare, and social justice efforts.

I especially appreciated hearing more about the social media research I would be able to focus on in this specific Research Associate position. I am confident that my prior politics related internship experiences, combined with my Marketing major fits will allow me to successfully contribute to these research efforts.

Again, thank you for your time and consideration. If you have any additional questions or require more information, please feel free to reach me at 123cardinal@cua.edu or 202-123-4567.

Sincerely,
Red Cardinal

Red Cardinal
BSBA in Marketing, May 20xx | The Catholic University of America
123cardinal@cua.edu | 202-123-4567 | linkedin.com/in/redcardinal

Candidacy Status Inquiry

Perhaps, the date by which you were told you would hear back about an interview or decision has passed. Maybe, you have received another good offer, but are still waiting to hear from your first-choice. These, as well as others, are good reasons to inquire about your candidacy status. When requesting an update, many worry about coming off as pestering or putting the opportunity in jeopardy; however, **an enthusiastic, but polite and concise email can demonstrate your eagerness and ability to take initiative.** Ultimately, if this is an opportunity you are excited about, it is better to request an update than “just wait and see what happens”.

Sample Candidacy Status Inquiry Email

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Red Cardinal – Research Associate Search Status

Dear Ms. Green,

I hope all is well. I am reaching out to inform you that I have received an offer from another company and wanted to check on the status on the Research Associate position. I am still highly interested in joining the team at the Z-Agency Consulting Firm. Would you mind sharing an update on my candidacy and the decision timeline for the position? Thank you and I look forward to hearing from you.

Thank you,
Red Cardinal

Accepting an Offer

Congratulations! You are accepting an offer! When accepting acceptance letters/emails it is important to **remain professional and enthusiastic about the offer and organization.** It is also important to **repeat key hiring information for documentation purposes** (e.g. start date, salary, benefits, etc.). In the rare circumstance that your hiring paperwork does not reflect what you expected, it is important to have this documentation.

Sample Email Accepting an Offer

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Research Associate Job Offer – Red Cardinal

Dear Ms. Green,

Thank you for the opportunity to join the Z-Agency Consulting Firm as a Research Associate. After learning more about Z-Agency’s research efforts, my interest in joining the firm was solidified. It is with much enthusiasm that I accept the position.

I look forward to joining Z-Agency on the June 1 start date we discussed on the phone yesterday. As we discussed my starting salary will be \$54,000. I will ensure to watch for the email from Human Resources with the official hiring paperwork. Please let me know if there is any additional information you need from me.

Thank you again for the opportunity.

Sincerely,
Red Cardinal

Withdrawing from Consideration or Declining an Offer

There are many good reasons to withdraw from consideration or decline an offer. You may have accepted another offer. You may have realized a position/organization is not a good fit for your interests, values, lifestyle, etc. Whatever the reason, **when notifying the hiring manager of your decision, it is essential that you remain professional and maintain your relationship with the hiring manager.** You may not want this particular opportunity, but you may be interested in a future opportunity with the organization. Additionally, you do not know who the hiring manager is connected with. Their impression of you could impact your professional reputation. The following consideration will help you maintain a good impression when withdrawing from consideration or declining an offer:

- Promptly, professionally, and politely inform the employer you are no longer interested in the opportunity.
- You are not required to explain why you have made this decision, but if you do, keep it brief and avoid anything that could be viewed as criticizing the employer.
- Always emphasize your gratitude for the opportunity and the employer's time.
- Emailing your withdrawal/decision is fine, unless you have built a strong relationship with the hiring manager at which point it is more considerate to withdraw with a phone call.

Sample Email Withdrawing from Consideration

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Red Cardinal – Withdrawal of Research Associate Application

Dear Ms. Green,

Thank you for considering me for the Research Associate position with Z-Agency Consulting Firm. After careful consideration, I have decided to withdraw as a candidate for this position.

I sincerely appreciated the time you took to interview me and share more about the impact of Z-Agency's research. Thank you again for your consideration and I wish you the best in your search.

Kind regards,
Red Cardinal

Sample Email Declining an Offer

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Research Associate Job Offer – Red Cardinal

Dear Ms. Green,

Thank you for the opportunity to join the Z-Agency Consulting Firm as a Research Associate. I enjoyed meeting with you and learning more about Z-Agency's research efforts. However, I have decided to accept another position that is a better fit with my career pursuits at the time. Again, thank you for your time and consideration and I wish you the best in your search.

Kind regards,
Red Cardinal

Responding to Rejection

Getting turned down for an opportunity can be disappointing; however, it is still important to respond in a professional way, leaving a good impression. You also never know if you may apply to another opportunity with the organization or who the individual is connected with in the field. Their impression of you may impact your professional reputation and ability to secure opportunities with other organizations. Additionally, if you were an impressive candidate, they may be willing to network on your behalf and/or share future opportunities. **By remaining positive and professional in your response to rejection you can help build/maintain a good impression of you.**

Sample Email Responding to Rejection

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Research Associate Position Decision – Red Cardinal

Dear Ms. Green,

Thank you for providing me the update on your hiring decision for the Research Associate position. Although I was not selected for the position, I appreciated hearing about the impact Z-Agency’s research is making on bi-partisan efforts. While I am disappointed, I remain interested in Z-Agency. If any openings become available in the future which may better fit my qualifications, please keep me in mind. Thank you for your time and consideration.

Kind regards,
Red Cardinal

Initial Networking Contact (e.g. Informational Interview Request)

So you found an individual via the LinkedIn Alumni feature (www.linkedin.com/alumni) or your advisor provided you with a contact at an organization or in a field of interest. Now it is up to you to make initial contact and request a potential meeting or phone call. Initial networking contacts will not be as lengthy and in-depth as a letter of inquiry, but should include the following:

- **Introduce yourself and explain why you are reaching out to them** – How did you find or hear of them? What about them and their work interests you? What do you hope to learn by contacting them?
- **Ask to find a time that works well for them to follow up** either on the phone or in-person and provide your contact information.
- Be concise and professional, but also personable and always check your spelling and grammar!

NOTE: **When “connecting” on LinkedIn, keep in mind you have only 300 characters** to craft your message, so being concise is extra important.

Sample LinkedIn Request

Dear Ms. Green,

I am a Catholic University freshman exploring a career in political research and would love your advice on preparing for such a career. I hope we can connect and have a follow up conversation at your convenience. Thank you for your time.

Sincerely,
Red Cardinal

Sample Networking Email

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Catholic Univ. Student Informational Interview Request

Dear Ms. Green,

I am a freshman at The Catholic University of America majoring in Politics with interest in pursuing a career in political research, specifically in regards to social justice. When conducting research on LinkedIn, I became interested in your bi-partisan research work at thde Z-Agency Consulting Firm.

As a Catholic University alumnus, I would appreciate hearing more about your work and career path. Would you be available within the next few weeks to talk for 20 minutes? I recognize this could possibly be a busy time for you, so if we are unable to connect by email this week, I'll try to reconnect next week to see whether that is more convenient.

Please feel free to contact me at 123redcardinal@cua.edu or 202-123-4567. Thank you for your time and I look forward to hearing from you.

Kind regards,
Red Cardinal

Networking Follow-Up

Maintaining your professional network is just as important as the initial effort to meet people. **The first step to maintaining a connection is to follow-up with them.** Whether you meet them at a career fair, networking event, or in line for coffee, get their business card or contact information, connect with them on LinkedIn, and make sure to send them a follow-up email. In this email express your excitement about meeting them, re-introduce yourself and your aspirations, follow-up on any suggestions or requests (e.g. your résumé), and ask any follow-up questions or for a time to meet and talk more. In doing this, you will be able to **solidify your relationship with the individual.**

Sample Networking Follow-Up Email

Red Cardinal <123cardinal@cua.edu>
TO: <jgreen@zconsulting.com>
Catholic Univ. Career Fair Follow-Up – Red Cardinal

Dear Ms. Green,

It was great meeting you at The Catholic University of America Career Fair last week. I appreciated the time you took to speak to me more about the impact Z-Agency's research is making on bi-partisan efforts. As a senior hoping to remain in the Washington, D.C. area after graduation, I was particularly excited to hear about the expected Research Associate openings.

I would love to take you up on your request to schedule a time to talk more about the position and research work done at Z-Agency. You can reach me at 202-123-4567 or 123cardinal@cua.edu.

As per your request, I have attached my résumé. Thank you for your help and advice.

Kind regards,
Red Cardinal