



## Networking Tips: Reaching Out & Following Up by Email

Office for Alumni Affairs & Career Advancement

### REACHING OUT BY EMAIL

**When first reaching out, make sure to keep it short. Others are busy just like you!**

- **Include a reference if possible:**
  - *The Harvard T.H. Chan School of Public Health's Office of Alumni Affairs and Career Advancement has sponsored a program that pays for coffee with an alumna/us and I discovered your contact information while searching the alumni directory.*
  - OR
  - *My colleague, Dr. John Smith, suggested I reach out to you.*
- **1-2 sentences on who you are:**
  - *I am finishing up my MPH in Epidemiology at the Harvard T.H. Chan School of Public Health and have a strong interest in U.S. immigrants' health.*
- **1 sentence on why you want to speak with them:**
  - *I understand you are involved with the Latino Immigrant Health Study and I am hoping you can give me an overview of your work and any related projects in the Boston area.*
  - OR
  - *I am very interested in hearing about your career path, as it is similar to my desired career path.*
- **1 sentence on connecting:**
  - *Would you have 30 minutes to meet with me for coffee at Starbucks? I would appreciate asking you a few questions about your experience. I would be happy to come your way.*
- **1 sentence on background:**
  - *My own experience includes monitoring community-based HIV programs*
  - *I have attached my CV as background (this is optional).*
  - *I have attached a recent article I wrote that may be of interest to your work in "X." (Only in special cases)*
- **1 final sentence:**
  - *I look forward to hearing from you at your earliest convenience. (Or simply attach this to the sentence on your background)*
  - Sincerely, Your Name, Affiliation/Program, Email, Phone Number

### FOLLOW-UP/THANK YOU EMAIL

**Send a thank you email immediately after your meeting (no later than two days!)**

- As with your initial email, this should be kept short
- Make sure to comment on what you specifically found to be helpful from your meeting; update the alumna/us with any progress or steps you have taken since
- End with a final "thank you" and note that you will stay in touch

SAMPLE EMAIL FOR REACHING OUT:

\*\*\* Subject line: Connecting over coffee with a current Harvard Chan student\*\*\*

Dear Dr. Cannizzaro,

The Harvard T.H. Chan School of Public Health's Office of Alumni Affairs and Career Advancement has sponsored a program that pays for coffee with an alumnus/a; I came across your contact information while searching through the alumni directory.

I am currently finishing my MPH in Epidemiology at Harvard Chan and I have a strong interest in U.S. immigrants' health concerns. I understand that you are involved with the Latino/a Immigrant Health Study, which is in line with my own career goals. I am hoping to ask you a few questions about your career path and experiences.

Would you have 30 minutes to meet with me sometime for coffee at a local Starbucks? I would be happy to come your way.

Thank you and I look forward to hearing from you at your earliest convenience.

Sincerely,

Nicole Smith  
MPH Candidate 2017  
Harvard T.H. Chan School of Public Health  
[aaa000@mail.harvard.edu](mailto:aaa000@mail.harvard.edu) |413-555-1212

SAMPLE THANK YOU EMAIL:

\*\*\* Subject line: Thank you for meeting with me yesterday \*\*\*

Dear Dr. Cannizzaro,

Thank you for meeting with me yesterday. It was wonderful to talk with you and to learn more about your work at the Latino/a Immigrant Health Center. I was particularly fascinated to hear about your project addressing the needs of U.S. Latino/a immigrants living below the poverty line.

I am grateful for the contacts you suggested to me, and I am excited to report that Dr. Susan Smith has already agreed to meet with me to discuss a potential internship position.

Thank you again for giving your time and advice so generously. I will keep in touch and update you on my progress in the future.

Sincerely,

Nicole Smith  
MPH Candidate 2017  
Harvard T.H. Chan School of Public Health  
[aaa000@mail.harvard.edu](mailto:aaa000@mail.harvard.edu) |413-555-1212

Tips on reaching out adapted from Shanna Shulman's "Effective Networking" presentation at Harvard T.H. Chan School of Public Health (September 2015).



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