

PROFESSIONAL EMAIL SAMPLES

Reaching Out for the First Time

Hello [Name],

I hope you're having a great week! My name is [Your name] and I am a [your major] major at Montclair State University. I am reaching out because [reason for your email – explain why you are reaching out, your interest in this organization, and what you are requesting from them]. I have attached my resume for your reference.

I really look forward to hearing back from you!

[Your name]

Montclair State University | Major | email@email.com

Following Up

Hi [name],

Hope you had a nice weekend. I wanted to send a quick email to check in about my candidacy for the [position name] at [name of organization] and if you have any updates about the process and timeline. Since we have to register for our internship courses, I am working with a [deadline date] to secure and submit paperwork for my internship site. I am still very interested in this opportunity; please let me know if I can share anything additional as final decisions are made.

Thank you again for your time and consideration,

[Your name]

Montclair State University | Major | email@email.com

When You're Asking About Internship Opportunities

Hello [Name],

I hope this finds you well!

My name is [Your name] and I am a [your major] major at Montclair State University. I am looking for an internship for the upcoming semester. I found your organization (share how you found the organization) and am really interested in learning more about any opportunities you may have (indicate your internship interest/career goals as they align with the organization). I have attached my resume for your reference.

Looking forward to hearing from you!

Best wishes,

[Your name]

Montclair State University | Major | email@email.com

When You're Requesting an Informational Interview

Hello [Name],

I hope you're doing well!

My name is [Your name], and I'm a [job title] with [Company]. I really admire your [work/experience] with [outlet]. I'm interested in finding out more about [area] myself and was hoping you'd be willing to provide some insights from your experience.

If you're open to it, I'd love to buy you a cup of coffee sometime soon so I can ask you some questions and learn more about you and your [journey/career path].

I understand your schedule may be busy, so I'm also happy to pass along some questions via email if that's easier for you.

Looking forward to hearing from you, [Name]!

Best wishes,
[Your name]
Montclair State University | Major | email@email.com

When You're Thanking Someone After an Interview

Hello [Name],
I hope this finds you well!
Thank you for the opportunity to interview with [organization]. It was so nice to meet you on [date you interviewed]. I enjoyed learning more about [the role] and [some of the work of the role/organization]. I'm glad I got to share more about [highlight 1-2 of your relevant skills/experiences]. I'm excited about the possibility of joining the team and look forward to hearing from you about next steps.

Best wishes,
[Your name]
Montclair State University | Major | email@email.com

When You're Following Up with Someone You Met Briefly

Hello [Name],
I hope you're having a great [day of the week].
It was so nice to meet you at [place where you met] and chat about [topic you talked about]. After our conversation, I found this article about [relevant topic]. I thought you'd find it interesting and enlightening, so I figured I'd pass it along.
Again, I really enjoyed meeting you and I'm looking forward to keeping in touch. Don't hesitate to reach out if you want to get together and bounce around some more ideas about [topic]. I'd love that!

Wishing you the best,
[Your name]
Montclair State University | Major | email@email.com

When You're Reaching Out to a Professional You Admire

Hello [Name],
I hope you're having a great week!
My name is [Your name], and I work as [Position] at [Company]. I became familiar with your work when [how you discovered this person] and wanted to reach out to tell you how much I admire your [skill or specific experience].
If you're open to it, I'd love to [grab coffee/connect on LinkedIn/other opportunity to get to know each other] to [keep in touch/learn more about your experience].
Really looking forward to keeping in touch, [Name]!

Best,
[Your name]
Montclair State University | Major | email@email.com