



SAMPLE OUTREACH EMAIL OCCUPATIONAL INQUIRY VISITS (in-person or via videoconferencing)

For a known contact:

Hi Joe,

I've been exploring the field of web editing and would value the opportunity to talk with someone established in this career. If you have someone to recommend, I'd really appreciate a referral. I'd like to meet with them for about 30 minutes to ask questions about their experience in this career. My visit would be for career information only, not job leads or interviews. Please feel free to send me their contact information and I will be in touch with them. Thanks!

Best Regards,
Sara

Sample email to an occupational inquiry lead:

Subject Line of Email: Referral from Joe Herrera

Hello Ms. Nguyen,

Joe Herrera highly recommended that I contact you. I'm exploring the field of web editing and I would value the opportunity to meet with you for about 30 minutes to discuss your experience as a web editor. My visit would be for career information only, not job leads or interviews. I would be available to meet with you at your earliest convenience. You may contact me either via email or call/text me at 303-xxx-xxxx.

Thank you.

Sincerely,
Sara Jackson