

Networking Email Templates

For university students and recent graduates

Use these templates to start and maintain professional relationships. Replace every bracketed detail, make the message relevant to the person, and ask for one manageable next step. These can get you started. Once you have the idea, you will be able to craft these on your own.

Before you send

State your purpose early. Explain the connection or shared interest, then make one clear request. Use a professional greeting and sign off. Check names, spelling, and links. Include your CV only when requested or directly relevant. **These are adaptable templates, not messages to send unchanged.**

After meeting at an event

Subject: Enjoyed our conversation at [event]

Hello [name],

It was a pleasure meeting you at [event] on [day]. Your point about [specific idea] helped me understand [topic]. I am [studying or exploring area] and would enjoy staying connected.

Thank you for your time.

Best regards,

[name] | [course or role] | [optional profile link]

Request an informational conversation

Subject: A brief question about careers in [field]

Hello [name],

I am a [student or graduate] in [subject] at [university], exploring careers in [field]. Your experience in [specific area] caught my attention because [reason].

Would you be open to a 15-minute conversation about how you entered the field and which skills matter most? I can work around your availability. If a call is not convenient, a short reply would also be helpful.

Best regards,

[name]

Reconnect with an existing contact

Subject: An update since [shared event or experience]

Hello [name],

We met through [context]. Since then, I have [brief genuine update]. I remembered your advice about [topic] and used it to [action]. How has [relevant project or area] been progressing? I would be glad to stay in touch.

Best regards,

[name]

Thank someone after a conversation

Subject: Thank you for your advice on [topic]

Hello [name],

Thank you for speaking with me today. Your advice about [specific point] clarified [issue]. My next step is to [action]. I appreciate your time and will let you know how it goes.

Best regards,

[name]

One polite reminder (Just one, don't be a pest)

Subject: Re: [original subject]

Hello [name],

I am following up on my message below about [brief purpose]. If you have time for [request], I would appreciate it. I understand if your schedule does not allow it. Thank you for considering my request.

Best regards,

[name]

Maintain the relationship

Following your workshop's 48-hour rule, send an event follow-up within two days. For an unanswered initial request, allow about a week before one reminder, then leave space. Share a relevant update or useful resource when you have a reason to reconnect. Avoid repeated requests, generic flattery and an immediate demand for a job.

Keep a Record: person, context, date, shared interest, promised action and next step.

[Learning and Development resources](#)