**Email Samples**

Subject: Krannert MBA

Dear Peter,

I am a Krannert MBA student and I am writing to introduce myself. I found your contact information on the Krannert Network and I see that you are working for one of my target companies, Ross & Associates. As you may know, your firm typically recruits from business schools on the west coast and is not scheduled to visit Krannert this year.

Would you have 15 minutes to chat with me via phone? I am eager to find out more about your experience working for Ross and your time at Krannert.

Looking forward to hearing from you soon.

Sincerely,

Lilly Pfender

Subject: Information Request from Krannert MBA

Dear Peter,

I am a Krannert MBA student and was given your contact information from Krannert Alumni Relations. I am currently exploring various career paths and see that you’re working for InfoSearch as a senior business analyst. I am wondering if you have some time in the next week or so to chat with me about your experience working in the technology sector. I would really like to get a better understanding of what a business analyst does on a day-to-day basis as well as to get some advice from an insider’s perspective.

Thank you in advance for your time and I look forward to hearing from you.

Sincerely,

Lilly Pfender