

## “Cold Call” Sample Emails

The following emails should only be used when you are not able to connect to someone through an introduction, for example through an existing contact on LinkedIn.

Dear Mr. Smith:

I was pleased to read in the Houston Business Journal that Widgets R Us has been so successful in the Houston market this year. I am a junior majoring in finance at the Bauer College of Business at University of Houston and I am trying to decide what aspect of finance I would like to concentrate on when I graduate. Based on the article, it seems like the manufacturing industry is doing very well, so I was wondering if I could take 30 minutes of your time in the next week or two to get your thoughts on what it is like to work in manufacturing and on the future of the industry. I need help gathering information so I can start making some decisions about my next steps in school.

I know that you are extremely busy, so I would be happy to take you for a cup of coffee before work or meet by phone if an in-person meeting in your office is too difficult to schedule.

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

Best Regards,

Bobby Gateway

Dear Ms. Timberlake:

Congratulations on your expansion into the Houston market. I read about your new warehouse in the Houston Business Journal and I would like the opportunity to speak to you personally to learn more about your company's growth and the possibility of joining the logistics group. My relevant experience includes:

- Bachelor of Business Administration in Supply Chain from the University of Houston Bauer College of Business – graduating this Spring
- Logistics internship with UPS last summer
- Vice President of the UH chapter of ISM
- Class Project on Supply Chain efficiency with HEB

Please feel free to contact me at the phone number or email listed on my enclosed resume. I will also call next week to see if we can arrange a meeting.

Thank you in advance for your time and consideration. I look forward to speaking with you soon.

Best Regards,

Bobby Gateway

If you would like assistance crafting this or any other correspondence, please visit the Rockwell Career Center webpage at [www.hirebauer.com](http://www.hirebauer.com) to schedule an appointment with a Career Counselor.