

EXAMPLE OF AN APPROPRIATE EMAIL TO ANOTHER PROFESSIONAL:

Dear Mrs. Smith,

I recently viewed your LinkedIn profile as I was researching connections in our common industry. I noticed you are an alumni from Whittier College. I'm currently a junior at Whittier College and would like to begin establishing my connections on LinkedIn and hope you will connect with me.

Thank you, Jane Doe

jdoe@poets.whittier.edu

www.linkedin/in/janedoe

AN EXAMPLE OF AN INAPPROPRIATE EMAIL:

To whom it may concern,

i am intereted in meeting and friendening you on LinkedIn.com as I go to Whittier College like you did once. Also, I am studying the same major as you studied and wanted to know if you knew of any internships or part time jobs in the LA area that I could apply to.

Thanks.

Clark

c.money.clark@gmail.com