

Warm Contact Email Message Template (use when you have met the person at a networking event, or a mutual acquaintance has suggested the contact)

Dear (use correct salutation):

My name is (your first and last names) and we met at the Auburn University at Montgomery Career Fair on (date). I enjoyed speaking with you about job opportunities with (organization's name). I would like to restate my interest in (job title/internship position).

(Briefly list your skills/experience based on your resume. Keep this short and focused on the job.). I value the opportunity to grow my knowledge and skills while contributing to your organization.

I have attached my resume for your review. Are you available for an interview in the next few days? Thank you for your time and consideration.

Sincerely,

First name and last name

Example

Dear Mr. Smith:

My name is Joshua Williams and we met at the AUM Career Fair on October 13. I enjoyed speaking with you about opportunities with Columbia Logistics and would like to restate my interest in a project management internship.

I have developed project management skills through coursework, including goal setting, establishing project timelines and milestones, and communicating with team members. I have used Microsoft Project in several project management simulations. My experience working in retail has helped me develop excellent customer service skills. I value the opportunity to grow my knowledge and skills while contributing to your team.

I have attached my resume for your review. Are you available for an interview in the next few days? Thank you for your time and consideration.

Sincerely,

Joshua Williams