

## **NETWORKING MEETING REQUEST INFORMATION & SAMPLE EMAILS**

There are certain goals and information you should consider when writing an email to request a networking meeting. While your meeting request may not hit all of these points, they are good items to consider prior to writing your emails and then again when reviewing them. For more information about what networking is, how to do it, and why it is important, please see our [Networking Guide](#).

### **GOALS FOR YOUR NETWORKING MEETING REQUEST EMAIL**

1. Write in a clear and professional manner. Your meeting request will be the first writing sample an attorney will read from you. It should be polished and error-free.
2. Do not fish for a job. The attorney knows you are looking for employment, so there is no reason to ask. The goal of your meeting is to learn more about a practice area or market. If the attorney with whom you are meeting is impressed by you, employment opportunities may arise, but asking directly about opportunities with the attorney's employer may undermine your meeting and your professional relationship with that attorney.
3. Convey that you are very grateful for any time the attorney would devote to you. Time is a luxury few attorneys have. Be mindful of your email's tone and do not convey an expectation that the attorney has time. Remember, you are asking the attorney to do you a favor, not the other way around.
4. Be sure to state your thankfulness for any time an attorney would give to you and do not veer into a pushy or assuming tone regarding the attorney's ability to meet or speak with you.
5. Highlight the connections you share with the attorney. If someone who knows the attorney has referred you or you have something significant in common with the attorney (i.e. college, professional organization, mutual friend), make sure to include this connection in your first paragraph and your subject line. The stronger the connection or link between you and the attorney, the better your chances are to get the interview.
6. Write a great subject line to increase the likelihood of the attorney opening the email. The subject line should be personal and direct. If you have a connection with the attorney, make sure to allude to that connection in the subject line.

### **INFORMATION YOU MAY WANT TO INCLUDE**

1. Where you are from (if from the attorney's market)
2. Where you intend to practice
3. Your career interests
4. The field about which you would like to learn more information
5. Prior experience you may have in that field
6. Why you are writing this attorney
7. The schools you attended
8. Relevant similarities between your and the attorney's backgrounds
9. That you are aware of time being scarce for the attorney
10. Your flexibility and availability, especially if you will be in the attorney's city

## **NETWORKING MEETING REQUEST VIA EMAIL**

To: Michael Simpson

From: Kelly Smith

Subject: Mr. Simpson (or Michael if appropriate)--Request for a Meeting from an NDLS Student and UCLA Alumna

Dear Mr. Simpson:

I am a second-year student at Notre Dame Law School, a member of Moot Court, and an alumna of UCLA. I grew up in Los Angeles and plan to return here to practice upon my graduation.

I am extremely interested in learning more about the practical aspects of the litigation field, specifically white-collar defense work. My interest in this field stems from my previous internship with a fraud unit of the California Attorney General's Office. I would greatly appreciate the opportunity to hear about your experiences in the field of white-collar defense and litigation and would appreciate your suggestions on how I might best prepare for a career in these practice areas.

Please let me know if you might be available to meet with me or speak with me over the phone. Thank you very much for your time.

Sincerely,

Kelly Smith

## NETWORKING MEETING REQUEST VIA EMAIL

To: Gina Chang

From: Andy West

Subject: Ms. Chang (or Gina if appropriate)--Request for a Meeting from a Law Student Interested in Employment Law

Dear Ms. Chang:

I am currently in my first semester at Notre Dame Law School. I am originally from Los Angeles and intend to return to California to practice after I graduate. Specifically, I hope to practice in the field of labor and employment law as my interest in the field led me to attend law school.

I am very interested in learning more about the daily responsibilities a labor and employment law attorney encounters. I am exploring how I might best prepare myself for a career in labor and employment law in the Los Angeles area, and I would appreciate your insight into how I can both enter into and flourish in the field.

I will be home in Los Angeles over winter break from December 17 to January 10 and would welcome the opportunity to meet with you either in person or over the phone. I understand your time is incredibly valuable so thank you in advance for considering my request.

Sincerely,

Andy West

## NETWORKING MEETING REQUEST VIA EMAIL

To: Shannon Huntington

From: Andy West

Subject: Ms. Huntington (or Shannon if appropriate)—Sarah Smith Suggested I Request a Meeting for Career Advice

Dear Ms. Huntington:

I am writing at the suggestion of Sarah Smith of Sands & Howard. I am currently in my first semester at Notre Dame Law School. I am originally from Los Angeles and intend to return to California to practice after I graduate. Specifically, I hope to practice tax law.

Sarah thought you would be a great source of information on tax law practice. I am very interested in learning more about the daily responsibilities of a tax lawyer, and I am exploring how I might best prepare myself for a tax law career in the Los Angeles area. I would appreciate your insight into how I can both enter into and flourish in the field.

I will be home in Los Angeles over winter break from December 17 to January 10 and would welcome the opportunity to meet with you either in person or over the phone. I understand your time is incredibly valuable so thank you in advance for considering my request.

Sincerely,

Andy West