

# Cold Email Outreach Template

Every email will always be slightly different. I hope this template helps you while you get comfortable with formulating them on your own.

## Template

*Hi (insert name),*

*My name is (insert name) and I am currently (state your current occupation. ie, a student) at (insert school); working at (job) as (insert role). I came across your LinkedIn when I was looking for people (insert what you were searching for). I noticed (bring back that small list of things you have in common with this person) and I thought you would be the perfect person to reach out to. I am currently trying to (briefly explain what your current journey is – in a sentence or two).*

*(The Initial Ask) If you have any time or interest, I would love to chat with you and learn about (insert what you want to learn from them – why this person?).*

*Thank you in advance for taking the time to reach this and I am hopeful that we will be able to connect soon.*

*All the best,  
(insert your name)*

## Take Away

Keep your email **concise and to the point**. No fluff. Odds are the person you're reaching out to is very busy, so **be cognizant of their time**. The added elements of personalization will demonstrate that you were **purposeful in your outreach** and **have done your research**.

Don't be afraid to seek guidance and support in whatever you are trying to achieve next. You'd be **surprised how many people are willing to help** and are even **eager to do so!**