

Professionalism & Email Outreach

Your first step into networking

By: Kenney Son



Email Etiquette 101

Reaching out to professionals require the highest level of professionalism and structure

Step 1

Subject Line Introduction:

- “[Firm's Name] Coffee Chat Request - [Your Name]”
- "Interested [Your School] Student Reaching Out - [Your Name]"

First line Introduction:

- Name, Year, Major, School, and Location

Step 2

Personalization:

- You must tailor each email to the professional's background and experiences.
- Leverage LinkedIn to show specific interest in their position and firm

Step 3

Professional Closing:

- Close out the email with a polite note in the end
 - “Thank you for your time and I look forward to hearing from you soon.”
 - “I appreciate your time, and I hope you have a great day.



Email Etiquette: Outreach Example

Subject line: Goldman Sachs Coffee Chat Request – [Your Name]

Hi [Name],

I hope this email finds you well. My name is [your name] and I am currently a sophomore studying Finance at NYU Stern, originally from Chicago.

I wanted to reach out to express my interest in the healthcare field as I have been persistently working to uncover insights into how M&A can unlock further positive value add in the industry. I would love to hear about your experience [insert their experience from LinkedIn] and some projects you have been a part of.

Please let me know if you would be available to chat over coffee or phone, and I would be happy to adjust to your schedule. Thank you for your time and consideration and I look forward to hearing from you soon.

Best,
[Your Name]



Email Etiquette: Confirmation & Example

Confirmation Example

Confirmation Guidelines

One business day before:



Send a confirmation email with the date, time, and location



Include your resume and cover letter

Subject line: Coffee Chat Confirmation - [Your Name]

Hi [Name],

I hope this email finds you well. I wanted to reach out and confirm our coffee chat tomorrow, [date], at [time] at [location]. I have also attached my resume and cover letter for your reference.

If there are any scheduling changes, I would be happy to accommodate. Thank you again, and I look forward to speaking with you soon.

Best,
[Your Name]



Email Etiquette: Following Up

After the interview or coffee chat:

1

Thank them for taking the time to speak with you.

2

Specify 2 ~ 3 detailed points that were brought up during the conversation to highlight attentiveness

3

Ask to be connected with other analysts or associates on the team (only if mentioned during the chat)

4

Close out with a polite note and ask to keep in touch throughout your professional journey



Email Etiquette: Following Up Example

Subject line: Coffee Chat Follow Up – [Your Name]

Hi [Name],

I hope this email finds you well. I wanted to thank you for taking the time to speak with me yesterday at [location] about your experience at [firm].

I particularly enjoyed our discussion regarding the recent market volatility and the impact it has had on the M&A sector, as well as your insights into the firm's client-focused approach. Furthermore, hearing about your professional journey in the energy sector has provided a great deal of guidance as I start my own career.

As you mentioned, I would love to speak with anyone else on your team who may be willing to share their experiences as it would provide immense value as someone who is looking to join the energy sector.

Thank you again for your time and I hope to stay connected in the near future.

