**Be sure to include the word “Carleton” somewhere in the Subject line of your email. For example: *Career query from Carleton student John Doe***

Dear Ms./Mr./Dr. Johnson:

I am a freshman/sophomore/junior/senior at Carleton and I found your name and contact information on your alumni profile. [Add sentence about something you saw on their Profile that was of interest to you, that shows you have something in common with the alum.]

I am considering pursuing a career in [career field] and would like to determine if it would be a good match for me. [Add sentence or two that briefly describes your interest in the field and/or the organization.]

Would you be willing to briefly answer a few questions about your work and career path? I’d be happy to arrange a short phone call or simply send you an email, whatever is more convenient for you.

Please let me know if this would be possible.

Sincerely,

Sara Student ’15 Major (if declared)

123-456-7890