# Online Profiles

## Professional Introduction Template

Dear Mr./Ms. [Last Name]

I'm a student at UB, and I see from your profile that you were a(n) major at UB. I know that you're in the industry working at . I was hoping to connect with you to see if I can ask you some questions or to see if you have any tips for me as I'm interested in getting in the industry too.

I look forward to hearing from you. Thank you.

Sincerely,

## If they respond to you:

Thank you for getting back to me. If you’re willing, would you mind meeting with me in person or talk on the phone for a brief 30-minute conversation? I would like to talk to you about:



I’m available to on the following days:

Please let me know if any of these times work for you. Thank you.

Sincerely,