

Email Template: Reach out to industry leaders to connect for coffee chats

Subject: Request for a Professional Coffee Chat

Dear [Recipient's Name],

I hope this email finds you well. My name is [Your Name], and I am a [Your University/College] student majoring in [Your Major]. I recently came across your profile on [LinkedIn/Company Website] and was impressed by your extensive experience in [Industry/Field].

I am reaching out to express my admiration for your career journey and to seek your guidance as I navigate my own journey in [Industry/Field]. Your expertise in [Specific Aspect of Their Work] particularly caught my attention, and I believe that your insights would be invaluable for someone like me who is eager to learn and grow in this field.

I would greatly appreciate the opportunity to have a brief coffee chat with you, either in person or virtually, if you have any upcoming availabilities in your schedule. I am particularly interested in learning more about your career path, any advice you might have for someone starting out in [Industry/Field], and any key skills or experiences you believe are essential for success.

Please let me know if you would be available for a 20-30 minute coffee chat in the coming weeks. I am flexible and can adjust to a time that suits your schedule. If an in-person meeting is not possible, I am more than happy to arrange a virtual meeting at your convenience.

Thank you very much for considering my request. I look forward to the possibility of connecting with you and learning from your valuable experiences.

Best regards,

[Your Full Name]

[Your Contact Information]

[LinkedIn Profile/Other Relevant Links]