

# Professional Communication Templates

## Informational Interview (warm contact)

Hello Betsy,

Greetings from your alma mater, Heinz College. I will be graduating this spring from the MSPPM – Washington D.C. track program. As I was reviewing your LinkedIn, I noticed that you have an extensive career in international relations and political advocacy in the D.C area. Currently, I'm apprenticing at Brookings Institute as a Policy Analyst in D.C. and I have a strong interest in learning more about your experience. If you have some availability, I would love to set up a meeting with you to discuss your background and current role. Please let me know what days and times work best for you. I look forward to hearing from you.

Best Regards,  
Polly Sea

## Informational Interview (cold contact)

Hello Tina,

After doing research on influential leaders in the public sector, I came across your contact information as someone who would be a great resource. I'm currently a Master's student at Carnegie Mellon University – Heinz College, where I'm studying public policy and management. In my research, I noticed that you have an extensive career in local and state government policy, which is a strong area-of-interest of mine. I would really like to know more about your career path and background and would love to set up about 30 minutes to learn more. If you are interested, please let me know what days and times work best for you. I look forward to hearing from you.

Best Regards,  
Anna Liticks

## Thank You for an Informational Interview

Hello Derek,

Thank you for taking the time to speak with me yesterday about your career path and current position with Sutter Health. Your perspective and experience on the impact of analytics within a health system was very interesting and relevant to my coursework at Heinz College. I look forward to our future conversations about the industry and your work at the Sutter Health. Thank you again for taking the time to speak with me.

Best Regards,  
Metta Care

## **LinkedIn Connection Message (300 Character Count)**

Hi Tina,

I'm currently a Masters student at Carnegie Mellon University studying public policy & data analytics. Your analytics background is of interest to me and I would love to know more. If available, can we briefly set up time to talk more?

I look forward to connecting with you!

Hines Burgh

## **Reconnecting with a Contact**

Hi Angela,

I hope this email finds you well. The fall semester is flying by and it's hard to believe it's almost the end of the year. I've been reflecting on my internship at the Department of Human Services and have found great insight from our conversations about your career path and the emergence of data analysis in the public sector. This semester I've been heavily involved in a campus group, Students for Urban Data Systems (SUDS) where I've been more exposed to the impact of data analysis in the public sector. If you have some time available, I would love to catch-up and chat with you about what's new at DHS and more about the SUDS campus group. Let me know what your availability looks like over the next coming weeks. Have a wonderful week!

Best,

Polly Sea

## **Internship Proposal**

Hello Ms. Davis,

I enjoyed working on the block chain project with your company last semester and appreciated your assistance throughout the project. As you know, having a summer internship is a requirement for my program and I really learned a lot about your company. If you have any additional summer projects that need some assistance, I would appreciate more hands-on experience. Being able to work closely with professionals such as yourself would truly elevate my career goals. If you have any capacity for this summer for me, I would be happy to talk with you further and map out a brief plan. I look forward to hearing from you and for the consideration.

Best,

Metta Care

## **Thank you for an Interview**

Dear Ms. Anderson,

Thank you for taking the time to meet with me yesterday. I really enjoyed our discussion about the Analyst position at the American Red Cross. It is apparent from our conversation that you are extremely passionate about engaging and assisting the local community. The passion that you and the entire staff have for the work you are doing reinforces my excitement about the position. I believe my analytical skills and motivation to make an impact on our local community makes me an ideal fit for this role. Thank you again for your time and consideration. I look forward to hearing from you on next steps.

Best,

Anna Liticks

## **Following-up after an Interview**

Dear Mr. Manning,

I hope this email finds you well. I wanted to follow-up about the timeline of your decision for the Program Analyst role at UPMC. I truly enjoyed our conversation about the position and company. I'm still very interested in the role and learning more about next steps. Please let me know if you need any additional information on my end and I look forward to hearing from you.

Best,  
Metta Care

## **Declining an Offer**

Dear Ms. Moore,

Thank you for extending an offer to join your team at the National League of Cities. I have really enjoyed getting to know the team as well as our discussions about your strategic vision for the organization. However, after much thought and careful consideration, I will be declining the offer with the National League of Cities. Thank you for the opportunity to interview and all of your support throughout the process. I look forward to keeping in touch in the future.

Sincerely,  
Polly Sea

## **Accepting an Offer with Negotiations**

Dear Mr. Johnson,

Thank you so much for the offer to join your team at Mylan. I'm very excited about the position, but I did have some questions regarding the details of the offer. Would you have some time today or tomorrow for a phone call to discuss my questions? Please let me know when you are available and I look forward to speaking with you!

Sincerely,  
Hines Burgh