**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 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 them.]

I am in the process of conducting a job search in [career field] and would like to seek your advice. I’m wondering if you would be willing to briefly answer a few questions about my search for an entry-level position in this field. I’d be happy to arrange a short phone call or simply send you an email, whatever is more convenient for you. [**Do not ask the alum to give you a job or find one for you.]**

I look forward to hearing from you.

Sincerely,

Sara Student ’14 Major

123-456-7890