



OUTREACH EMAILS

One of the most valuable things you can do in discernment (and in a job search) is speak to folks who do what you're interested in doing. By having coffee or a phone call with someone who is active in a field in which you have an interest, you can:

1. *generate a new fruitful relationship in your life (think of it as getting to know your potential professional neighbor),*
2. *understand the work you're looking to do and determine whether it really is in line with what you want (think of it as getting to know your potential professional neighborhood),*
3. *create a connection at an employer in your field of interest and perhaps discern whether that employer may be a good fit for you,*
4. *potentially receive resources and additional connections in your field, and*
5. *perhaps become a current or future resource for the person you speak to (we all want to be good neighbors)!*

One Candler student, for example, has a background in finance, and he is exploring the intersection of finance and faith/theology. One of the best ways to do that exploration is to talk to people who are in that space, and here is a slightly revised outreach email that he wrote to a potential contact that he found through his cousin:

Subject line: Greetings, Jenna Green sends me!

Hello John -

I was speaking with my cousin, Jenna Green, about my desire to combine my theological education with my finance background, and she strongly suggested connecting with you. I understand that you take a values-based approach to investing, and I am really interested in learning more about that, including how you came into this line of work. As a current seminary student, I'm investigating the options that are out there and would welcome the opportunity to speak with you. If you have the time, I'd love to have a quick phone call with you, just 15 or 20 minutes would be great. Please let me know if that would be possible and, if so, when might work for you. I'm happy to take you to coffee, come to your office, and generally work around your schedule.

Thanks so much, I hope this email finds you well. Jenna sends her regards!

Cheers,

Awesome Seminary Student

For additional email samples and guidance on your outreach, check out Idealist's article, [13 Helpful Email Templates to Use While Job Searching](#).