

### Networking by Email

Email subject line: \_\_\_\_\_

- 1) Dear Mr./Mrs./Dr. \_\_\_\_\_,
- 2) Hello! I hope you are doing well. I am writing to you because I am looking for a job \_\_\_\_\_.
- 3) I was wondering if \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- 4) I would appreciate any information you can provide.
- 5) You can reach me by email, and my phone number is (     ) \_\_\_\_\_.
- 6) I have also attached my resume to this email.
- 7) \_\_\_\_\_
- 8) Sincerely, \_\_\_\_\_