

2. Thank you email for an introduction

Subject: Can you introduce me?

Hi [First Name],

Hope you are doing well. I am glad to have connected with you at the [event name]. I would like to sincerely thank you for talking to me yesterday. Because of you, I was able to learn more about [field name] and my options within the industry. I now know I want to pursue a career in [field name].

As suggested by you, I am working on updating my resume and upskilling myself to be more suitable for [name of the job] roles. In addition, I am also looking at talking to more people in the field to know more about the role and its qualifications. Considering how you are a [field name] professional, I was wondering if you could introduce me to a hiring manager or a fellow [professional in the job- ex: editor, engineer, etc].

I understand you have a busy schedule. Please let me know what I can do to make the introduction process easier. Once again, I'm glad we connected at [event name]. I hope to hear from you soon.

Signature