

Inviting someone to chat

1. Who you are (including your connection/affinity, if there is one)
2. What you want
3. Why you're asking them
4. A thank you for considering your request
5. How they can find out more about you



Dear Dr. Kent,

I'm in the sociology program at UCSF, and my research focuses on developing community interventions involving technology to tackle preventable diseases. I've been considering health policy and consulting as a career path, and for the past two months have been speaking with different professionals in the field.

I was wondering if you would be open to chatting with me for about 20-30 minutes about the field and your career path.

I was specifically interested in your background, because it is so diverse – your career path from your LinkedIn profile suggests you are someone who has been able to apply their epidemiological expertise in the government, in think tanks, and in the private sector to truly make a difference in people's lives.

Thank you for considering this. I realize this is an unusual time, and entirely understand if you would prefer to defer chatting until later. My LinkedIn profile is [Linkedin.com/DianaPrince](https://www.linkedin.com/DianaPrince) should you want to learn a bit more about me and my work.

Regards,

Diana Prince

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Dear Dr. Jordan,

My K99 mentor, Marie Curie, suggested I reach out to you, as I shared with her that UPenn is the type of institution of interest to me. I'm wondering if you might have 30 minutes to chat with me about your experience at your institution.

To share a bit about my background, I'm an immunologist studying the role that Tregs play in type 1 diabetes. I've attached my CV to give you a sense of my background.

I realize that this is an exceptionally unusual time, so I would ask if you have any time **in the next few months to chat**. We could connect by Skype/ Zoom/ Facetime or phone if you are amenable; I can be flexible to your schedule.

Thank you for considering my request.

Barbara Gordon

Dr. Spock,

I am a PhD student at UCSF, and for the past two months and have been speaking with UCSF alumni in health and science communications careers.

I was wondering if you would be willing to chat with me for about 20-30 minutes about your position at the Robert Wood Johnson Foundation.

I was intrigued by your perspective, as I see on your LinkedIn profile that you have researcher experience both at a governmental organization and in a nonprofit.

Thank you for considering my request. Please feel free to learn a little about my background from my LinkedIn profile at [linkedin/chekov](#).

Pavel Chekov

Dear Dr. Kenobi,

I know it's been a while, and I hope you're well. I'm finishing out my postdoc at UCSF in the next year and applying for tenure track R1 positions next fall. During this COVID-19 lab closure, it seemed a good use of my time to begin working on my faculty application. I wonder if you would consider reading a draft of my research statement in the next few months.

It would be extremely helpful to get your perspective on my research program because of your work on X, Y and Z. I would be grateful for any feedback you find necessary, but in particular, your thoughts on the scope of my work and its potential fundability would be most welcome.

If you are able, I defer to your preferred style of giving feedback (by email, video, phone, etc.)

Thank you for considering this, and I hope you're doing well during this unusual time.

Best,
Leia Skywalker