Good Afternoon Ms. Doe,

My name is John Doe and I am a current undergraduate student at IUPUI studying Marketing in the Kelley School of Business. I was given your contact information from Laura Jones in the Kelley Career Planning Office to discuss the potential opportunity to sit down for 15-20 minutes and talk about your role with Angie’s List.

I look forward to hearing from you and hopefully learning more about your current career and future goals.

Thank you,
John Doe
(317)274-4856

“Hello, may I speak with Ms. Doe please?”
“This is Ms. Doe”
“My name is John Doe and I am a current undergraduate student at IUPUI studying Social Psychology, I was wondering if you had a few minutes to discuss something with me?”
“yes, I have a few minutes”
“Excellent, I received your contact information from Psychology Today’s website and I am extremely interested in your field and current role with Adult and Child would be open to meeting with me for 15-20 minutes to answer some questions I have?”
“I would be open to sitting down with you, when and where are you available?”

“Hello, may I speak with Ms. Doe please?”
“This is Ms. Doe”
“My name is John Doe and I am a current undergraduate student at IUPUI studying Social Psychology, I was wondering if you had a few minutes to discuss something with me?”
“yes, I have a few minutes”
“Excellent, I received your contact information from Psychology Today’s website and I am extremely interested in your field and current role with Adult and Child would be open to meeting with me for 15-20 minutes to answer some questions I have?”
“I actually am not available to assist with this right now”
“Okay I completely understand if possible would you know of another colleague in your field who may be interested in sitting down to talk with me?”

“Hello, may I speak with Ms. Doe please?”
“This is Ms. Doe”
“My name is John Doe and I am a current undergraduate student at IUPUI studying Social Psychology, I was wondering if you had a few minutes to discuss something with me?”
“I am actually headed out to a meeting”
“Okay, would it be possible to call back later or send you an email?”
“Yes, here is my email address”

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