

Networking Strategies for Students: Templates & 30-Day Plan

This resource provides ready-to-use email templates, networking strategies, and a practical 30-day action plan to help students build meaningful connections with peers and lecturers. Use it as a guide to strengthen your academic relationships and open doors to new opportunities.

Email Templates

Short Introduction in Class or Seminar

Hello, I'm [Name], a [Year] student in [Department]. I'm currently interested in [topic/method], especially [specific angle]. I'd love to compare notes on [course/assignment] or form a small study group.

Email to Request a Brief Meeting

Subject: Clarification on [Course/Topic] and Next Steps for [Assignment/Project]

Dear Dr. [Surname],

I'm [Name], enrolled in [Course Code, Section]. I've reviewed the readings and drafted a paragraph for my [essay/project] on [working topic]. I'm unsure whether my framing of [specific issue] aligns with the course objectives.

Could I request a 10–15 minute meeting during office hours this week? I have three concise questions and a 200-word excerpt for feedback.

Thank you for your time.

Kind regards,

[Name], [Program/Year], [Student ID]

Follow-Up Note After Office Hours

Subject: Thank you and quick update—[Course/Topic]

Dear Dr. [Surname],

Thank you for your guidance today on refining my [argument/method]. I incorporated your suggestion to [specific action], and the structure reads more clearly. I will send a revised draft by [date].

Best regards,

[Name]

30-Day Networking Plan

- Week 1: Map your network. List courses, lecturers, classmates, societies, and campus resources. Identify three priority connections. Draft your short introduction.
- Week 2: Form or join one study group. Attend one department seminar. Send one concise email to a lecturer.
- Week 3: Visit the writing center or librarian for guidance. Share a two-page reading summary with peers. Follow two scholars on professional platforms.

- Week 4: Attend office hours with a clear agenda. Offer a small contribution (e.g., compile references). Reflect on what worked and plan the next month's actions.