Arena Connections Email Template

Below is a suggested email you can use to introduce yourself to the person you were matched with for Arena Connections. Feel free to make it your own by clicking File>Make a Copy. Replace the text that is highlighted with your own words.

SUBJ: **Scheduling a time to talk**

BODY:

> Hi [Name]!
>
> I'm excited to be matched with you through Arena Connections. I'm looking forward to learning more about *[Fill in what about their experience made you want to meet with them (e.g. Your Experience as a Finance Director on the Mark Kelly Campaign.)]*
>
> I am currently *[Share a bit about your current role, or job search process, briefly outlining the challenge you are hoping to talk to talk to them about (e.g. I am currently on the search for Deputy Finance Director roles, I was a Call Time Manager last cycle and am hoping to learn from you how I can best prepare for Deputy Finance Director interviews)]*
>
> Can you find a time on my Calendly[insert link] that works for you to connect?
>
> Thanks and looking forward to it,
>
> Sign off