

Initial Contact email:

Tell them who you are
Tell them what you want
Time contract
Schedule
Niceties

Jill's email:

Dear Ms. Scheir,

I am the new Asst. Dean for Career and Professional Development at Pace law School. Part of the new mission of this role is to conduct a lot of meetings with attorneys to learn about the firms, corporations and government agencies to help inform our students and staff. I was hoping to schedule a brief meeting with you in your offices. The purpose of the meeting is to discuss the law school and your firm and most important, the law students. I would love to hear your thoughts and learn more about your work. Would you have a 15 minute window in your schedule in March? Please let me know.

Jill Backer Esq.
Asst. Dean for Career and Professional Development
Pace University School of Law
914-422-4218
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Robin's Email:

Please let me introduce myself. I'm the new Director of Employer Relations at Brooklyn Law School. Two of my main job functions are to act as liaison to the legal community on behalf of BLS and to conduct outreach in an effort to help both our students and the local bar connect in meaningful ways. I would appreciate the chance to briefly meet with you to learn more about your practice and the ways that BLS can be of help to you. I am often in your area and would be happy to come to your offices. Are you available for a 15-20 minute meeting in _____? Please let me know what works best for you.

I look forward to the opportunity to meet with you.

Regards,
Robin E. Nackman, Esq.
Director of Employer Relations
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