

Dear Ms. Shacoy:

I hope this email finds you well.

I am currently a first-year Master of Public Administration (MPA) student specializing in Education Policy at Columbia University's School of International and Public Affairs. After discussing my career interests with Meg Heenehan in the Office of Career Services, she recommended that I contact you. I am particularly interested in the financing of education within New York City and the role of the Office of Management and Budget (OMB).

*Good introduction of purpose in writing and explanation of interest. Referral name is key!*



Meg mentioned your willingness to speak with MPA students, and I am wondering if I may arrange a meeting with you to learn more about the actual work that your task force performs. Your advice on the skills and coursework necessary to contribute effectively as an entry-level analyst, and your suggestions on appropriate internships to pursue, would be very helpful.

*Be clear that you are looking only for advice, not a job lead, and note the enclosure of a resume.*



For our meeting, I'd only need approximately 30 minutes, as I know your time is valuable. I am available to meet in person or by phone, and am happy to be flexible around your schedule.

*Acknowledge your contact's busy schedule, and offer to meet in person or over the phone. Be clear that you are flexible around their schedule.*



To provide you with some sense of my background, I am enclosing a resume. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Paige Collins