

Appendix B.: Sample Invitations to Network

Dear Ms. _____:

I am currently a third-year student at The George Washington University Law School, and I am extremely interested in pursuing a career representing corporate tax clients. To that end, I have taken a variety of relevant classes and will be interning at the U.S. Tax Court this summer.

I am writing to ask if I may schedule a half-hour meeting with you during my summer in Washington, DC to discuss your career path and the steps that you recommend I take to pursue a similar one. I will call your office the first week of June to see if this would be possible, and if so, to find a convenient time to meet. I hope I have the opportunity to meet you this summer.

Sincerely,

Third Year Student
The George Washington University Law School
tstudent@law.gwu.edu
202-222-2222 (home)
202-444-4444 (cell)

Ms. _____:

This spring, I completed my second year at The George Washington University Law School and I am spending the summer lobbying at Patton Boggs. I am intent on working in federal government after law school and would like to learn more about the Department of Justice Summer Law Intern Program. Jason Mack suggested that I contact you to see if you would be willing to meet with me to discuss any advice or guidance you have regarding my career aspirations. I would welcome the opportunity to get together for lunch or coffee if you are available. I am available at your earliest convenience and look forward to hearing from you.

With much appreciation,
First-year Student
The George Washington University Law School
fstudent@law.gwu.edu
202-222-2222 (home)
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