Sample E-mail Scripts for Networking

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Perhaps someone has referred you to a contact that could be helpful in your job search. How do you reach out them? What do you say?

- **Keep it short.**
- **Make it personalized.** ***(How did you find them, why did you choose them?)***
- **Be clear about the next step.** ***(Will you call or email? When?)***
- **Always include your contact information.**
- **Always follow up.**

Just because you do not hear back from them does not mean that they do not want to talk with you! The follow up can make all the difference and shows them that you are responsible and will do what you say you will do.

Reaching out because of LinkedIn or alumni connection

(Insert their name) I came across your profile on LinkedIn and noticed we have a few things in common, including our time at UGA and a shared interest in Habitat for Humanity. I am interested to hear about your experience at ABC Company as I am currently investigating opportunities in the same industry. Are you available to connect by phone this week or schedule a time to talk? I would appreciate your insight and look forward to connecting

Sincerely,
(Your Name)
Your Phone Number
Your e-mail address

Dear (Insert their name),
My name is (Insert your name), and I am a fellow Terry MBA graduate ('04) who found your information in the UGA alumni directory. May I have 20 minutes to ask you about your experience with IBM? I am trying to learn more about marketing careers at technology companies in North Carolina, and your insights would be very helpful.
If we are unable to connect by email, I'll contact you next week by phone to schedule a convenient time to talk.
Thank you for your time,
(Your Name)
Your Phone Number
Your e-mail address

Asking for a referral to another person in LinkedIn

(Insert their name) -hello. We haven't spoken in a while, but I hope all is well with you and your family. I noticed in LinkedIn that you are connected to Bill Thomas, VP of Sales at ABC company. I was recently downsized at my company and would be grateful for an active introduction to Bill. Would you be willing to help me connect with him? Perhaps we could meet up over coffee to catch up first. Let me know what works for you. Thanks in advance for your help.

(Your Name)
Your Phone Number
Your e-mail address

Forwarding a resume on behalf of a friend to a personal network

Hello! I hope you and yours are having a great summer.

My dear friend, (insert name), is in the process of moving back to Atlanta from Austin, Texas. As you well know, gainful employment makes these moves much easier, so she is on the job trail.

In an effort to help her get her resume in front of some of the best and brightest I know, I am attaching it here for your review and consideration.

Highlights from the attached:

- Legal professional; received her J.D. *with honors* from [school] in 2009.
- Graduated *magna cum laude* from [school], where she received dual degrees in Spanish and American History.
- Before law school, she was awarded a Fellowship at the [foundations].
- An Atlanta native, she graduated from Westminster.

If there are no openings at your company, I would appreciate it if you would please consider sharing with any of your legal friends, parents, acquaintances, neighbors, etc.

Thank you in advance for any and all help you can provide, we truly appreciate it.

Her contact information is at the top of the resume, but please let me know if you have any questions.
Regards,
Name
Mobile: 404-555-5555

So, you have already talked or met with someone.
How do you stay on their radar without being too pushy?
A monthly check-in email can keep them posted on your situation without demanding a response.

- **Keep it short.**
- **Keep it positive.**
- **Make it personalized.** ***(Remind them about your situation and your skills.)***
- **Always include your contact information.**

Follow up message for monthly check-in

I wanted to thank you again for the encouragement and support you gave me as we connected during my job search this past year (my company closed last December). Although I am still looking for a job in the Atlanta area, I know I will find it and have had a lot to be grateful for during my journey to it. One major gift was that I had time to handle things for my dad, who had some major health issues this year and is doing better now.

Just in case you happen to hear of anything that might be a fit for me, I'd love to use my communication and organization skills to make a difference in some area connected to education, health and wellness, or safety, but I'm open to possibilities. (I like helping people connect to information and resources, coordinating activities, and monitoring compliance.)

I love sharing great resources, and here are several TED talks that are my current favorites: [links]

Warm wishes for a safe and happy holiday season!

(Your Name)
Your Phone Number
Your e-mail address