

Networking Message Templates

LinkedIn Cold Message Template (300 chars. max for new connections)

Hello X,

I came across your profile after noticing that you are a fellow COLLEGE alumni and work in the X sector. I am intrigued by your experience with THIS organization doing THIS kind of work. Would you be free for a chat to discuss your work in the next couple weeks? I'd love to pick your brain!

**this is exactly 300 characters, you can take out the "Hello X" part and just leave the message. Can also use the acronym for your college*

Cold Email Template

Hello X,

I hope this email finds you well! My name is X and I recently came across your profile on LinkedIn (or article, or someone that you know recommended you talk to them) and was so intrigued by your background in X. I'm looking to make a transition into the X industry after working in X and would love to chat with you about your experience. Would you be free for a quick virtual coffee meeting sometime in the next week or two? It would be great to pick your brain and hear more about your experience doing X.

Thank you so much!

Best,
NAME

Follow up Thank You Email Template

Send day of or following day

Hello X,

Thank you so much for taking the time to speak with me yesterday about your experience in X! Hearing about your background and advice within this field was immensely helpful, and I feel both inspired and more prepared to begin my job search (*or whatever you talked about*). I am so appreciative of your time and expertise.

If you want to set up another meeting that can lead to follow up meetings:

The information on how you decided between X and X sectors was especially fascinating, and I would love to set up a follow up meeting to discuss that a bit more in depth if you are free for a follow up meeting in the next couple weeks.

If you want to keep it open for a potential future meeting or communication:

The information on how you decided between X and X sectors was especially fascinating, and I look forward to taking a deeper dive into that topic. I'd love to stay in touch! I have a feeling I may think of a few questions as I digest this information, so I may reach out with a few inquiries in the future. *(CAN ALSO BRING UP SOMETHING ABOUT YOUR SHARE INTEREST IN X TOPIC AND THAT YOU'LL SEND THEM ARTICLES IF YOU FIND ANY GOOD ONES ON THAT TOPIC.)*

Thank you so much again!

Best,
X

**Spice up these thank you emails by inserting specific details from your conversations, shared interests, any action steps that you may have discussed (ex: reach out to me with questions, let me know how the rest of the semester goes, send me that article you talked about, add me on LinkedIn, let's set up a follow up meeting, etc.)*