*Logo, company name

Description automatically generated*

**LinkedIn Communications**

*Please be advised that Linkedin only allows 300 characters to send a note opposed to Inmail which allows 1900 characters. Users must have Linkedin Premium to send Inmail messages initially otherwise users will need to request to connect (including a note is highly recommended).*

**Reaching out to a Recruiter**

Hi \_\_\_\_\_\_\_\_\_\_,

I noticed that you are a **job title** at **company name** and wanted to connect as I am currently seeking new opportunities in this same. I would love to find out if I may be a fit for any of your current openings.

Hope to chat soon, \_\_\_\_\_\_\_\_\_”

“Hi \_\_\_\_\_\_\_\_\_,

I see that you work for \_\_\_\_\_\_\_\_\_\_(name of company). I wanted to reach out because I’m currently exploring new opportunities. I’ve been working professionally in (name of industry) for (number of years), and I’m so ready for my next big challenge! If you have time, I’d love to talk about whether my background would make me a fit for any openings now or in the future. Thanks!

Chat soon,

\_\_\_\_\_\_\_\_\_\_\_\_”

**Somebody whose content you found on Linkedin**

Hi \_\_\_\_\_\_\_\_\_\_\_\_,

I recently stumbled upon your (LinkedIn article/post/video) about (topic), and I was blown away. I couldn’t agree more about your take on (topic), and knew I needed to try and reach out. I’d love to connect and keep up to date with your inspiring content.

Sincerely, \_\_\_\_\_\_\_\_\_\_”

**Following up after application submitted**

**Dear [Contact’s Name],**

I recently sent in an application for **[job title]** at **[company].** I’m sure you all are very busy reviewing applicants, but I wanted to touch base to make sure it was received and see if you had any updates on your decision timeline. I’m still very excited about the position and would love the chance to talk more with your team about how my background in **[the most relevant thing about your past experience]** would really allow me to help your company **[something you would expect to help achieve in the role].**

I’ve attached my résumé to make it easy for you to find my application. Please let me know if you need any additional information. I look forward to hearing from you.

**Sincerely,**

**[Your name**]

**Introduction to a Hiring Professional/HR/Recruiter at desired company**

Hi [**first name**], (If I hadn’t met them, I would use “Dear Mr. or Ms. X rather than a first name, but that’s just me.)

My name is **XXXXXX**, **Job Title** with **NAME OF YOUR CURRENT COMPANY**. I wanted to introduce myself as I have been exploring the possibility of working for **Name of Company** as I prepare for the next step in my career. I have been doing **XYZ** for the past **XX** years **OR** I am highly skilled in **XYZ**. I am sure you are very busy but would love the opportunity to discuss openings where my skills and background would be a great fit. Thank you in advance.

**Sincerely,**

**[Your name**]

**Introduction to a Hiring Professional/Manager/HR/Recruiter after applying for a job at desired company**

Hi [**first name**],

My name is **XXXXXX** and I wanted to introduce myself as I have recently applied to **POSITION TITLE**. I have been exploring the possibility of working for **Name of Company** because [**name some things you like about that company].** I am sure you are very busy but would love the opportunity to discuss this position further if you agree that my skills and background would be a great fit. Thank you.

Sincerely,

[**Your name**]

**To Request an Informational Interview/Develop Relationship**

Dear [**first name**], My name is [**your name**], and I’m a **[job title]** who works at **[company].**

I respect your time and I’m reaching out because **[reason why you want to speak with this person]**. I’d love to learn more about **[two or three things you’d like to learn from the person].**

I’m sure you’re busy, so even 20 minutes would be appreciated.

Thanks so much,

[**Your name**]

**Requesting an introduction from someone you recently met/do not know well**

Dear [**first name**],

Hope you’re well! We connected last **[week/month/year]** after I **[example…read your article online, attended your webinar].** Would you be open to introducing me to **[person’s name**]? I’d like to speak to **[him/her]** about **[your purpose for speaking].**

Thanks so much!

**[Your name]**

**Requesting an introduction from someone you recently met/do not know well**

Hi [**first name**],

How are you? I enjoyed speaking with you at that product manager meetup last May—we should get together for coffee one of these days!

In the meantime, I was wondering if you could connect me with **[person].** I’m looking to [reason you want to talk to **[him or her].** Your introduction would be hugely appreciated, and I would definitely owe you (if nothing else, coffee on me!).

Thank you,

**[Your name]**

**Requesting an introduction from someone you recently met/do not know well (more casual)**

Hey [**first name**],

I hope you’re doing well! I’d actually love your help. LinkedIn tells me you’re connected with **[person],** and I was wondering if you’d be willing to introduce me. I’d like to **[reason for speaking with [person].**

Thanks so much,

[**Your name**]

**Requesting advice from stranger**

Hello [**first name**],

**[State how you came across their profile]**

I am an (**insert your 1-2 sentence elevator pitch**) Example: Software Engineer with over 15 years of experience at such firms as American Express and Bank of America. I have led the full project life cycle for dozens of high-end initiatives mostly to support online customer-facing initiatives. I have also delivered multiple mobile applications on iOS and Android platforms, but the emphasis here in this area is not as great as I had hoped.

**Reason for connecting (example)** My colleagues have mentioned that your organization is pushing hard on the mobile platform application development front and I was wondering if you think I might be a good fit in your company?

Please check my LinkedIn Profile [**insert the link**] or call me at [**insert your phone number**]. I can make myself available at your convenience and would really appreciate your thoughts.

Thanks in advance.

[**Your name**]

**You do not know anyone at the company, but one of your contacts does**

Hello [**first name**],

I wonder if you could give me some quick advice.

I have been told that [**the employer**] is a great place to work, and I noticed that you know some people there. I value your opinion and was wondering if you can tell me anything about the company, and what it is like to work there?

Alternatively, may I drop your name in reaching out to your contact, [**insert contact name**], for more information?

I can make myself available at your convenience and would really appreciate your thoughts.

[**Your name**]

**You do not know the person, and they formerly worked at the company you are targeting**

Hi [**first name**],

I noticed that you are a fellow alumnus of [**insert the school name**]. I wonder if you could give me some quick advice.

I am targeting positions at [**the employer**] and, as I see that you used to work there, I was hoping you could tell me a bit about the corporate culture and what your experience was like.

I only need a few minutes and can make myself available at your convenience as I would really appreciate your insights.

Thanks in advance.

[**Your name**]