

Networking Scripts

Whether you're searching for a new job or looking to learn more about a specific industry or role networking is incredibly useful. Research shows that 70% of all jobs are not published publicly online and as much as 80% of jobs are filled through personal and professional connections.

Here are a few email templates to make that first step a little easier—whether you're requesting to set up an informational interview or following up with someone you recently met at an industry event.

When You're Following Up With Someone You Met Briefly

*Hello [Name],
I hope you're having a great [day of the week].*

It was so nice to meet you at [place where you met] and chat about [topic you talked about]. After our conversation, I found this article about [relevant topic]. I thought you'd find it interesting and enlightening, so I figured I'd pass it along.

Again, I really enjoyed meeting you and I'm looking forward to keeping in touch. Don't hesitate to reach out if you want to get together and bounce around some more ideas about [topic]. I'd love that!

*Wishing you the best,
[Your name]*

When You're Requesting an Informational Interview

*Hello [Name],
I hope you're doing well.*

My name is [Your name], and I'm a [job title] with [Company]. I really admire your [work/experience] with [company/type of work]. I'm interested in finding out more about [area] myself and was hoping you'd be willing to provide some insights from your experience.

If you're open to it, I'd love to set up some time to connect soon so I can ask you some questions and learn more about you and your [journey/career path].

Looking forward to hearing from you, [Name]!

*Best wishes,
[Your name]*

When You're Connecting With a Friend of a Friend

Hello [Name],

My name is [Your name], and I [how you know mutual contact] [mutual contact's name], who passed along your contact information to me.

[Mutual contact's name] mentioned that we share a [passion for/interest in/experience with] [shared interest] and said you'd be a great person to get to know! So, I thought I'd reach out, introduce myself, and let you know that I'd love to find out more about you and your experience with [specific area].

Looking forward to connecting, [Name]!

All the best,

[Your Name]

There's no doubt about it—reaching out to someone you've never met or barely know can inspire plenty of anxiety but it's a necessary step if you want to expand your roster of professional connections and maintain a positive reputation.

For more information contact:

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