

Networking Email Template

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GREETING

This should never be anything flirtatious or too casual. This new contact is not your friend and you should treat them very professionally and with respect. It may seem obvious, but you would be surprised at what comes into my inbox.



CONNECTION

Do not assume the person receiving your e-mail remembers who you are or where they met you. Always remind them of how you received their contact info.



THE ASK

Make sure that whatever you ask of the person is clear, concise and specific. Asking them for general advice can sometimes feel like you are wasting their time. Make sure that you are prepared with specific questions and give them a clear time frame for when you want to speak.



PERSONAL OVERVIEW

Who are you? Share one quick line about who you are so that they know how to relate to you and what point you are in your career/search.



CLOSING

Thank them for their time and be sure to include a closing like "Regards".

NETWORKING EMAIL TEMPLATE

Dear Mr. Smith:
I received your information from my mentor, John Doe, who said that you would be a great person to connect with in regards to _____.

I was hoping to gain some insight on _____ and _____. Just to give you a quick overview about myself, I am a graduate of Syracuse University working/interested in _____. Is there a possibility that we could connect for 15 minutes over the phone? Thank you for your time and I look forward to hearing from you.

Regards,

LINKEDIN CONNECTION TEMPLATE

Hello Ms. Freeman,
I found your name on the _____ alumni database/LinkedIn Group. I am interested in working for _____ upon graduation. I'd like to connect on LinkedIn and seek your advice on entering the field. Please let me know if I can be in touch with questions.

Regards,