

Email Templates

Subjects:

Potential **generic** subject lines:

- "Fellow [your industry] professional who needs your advice"
- "Could you help?"
- "I'm a little lost"

Potential **school alumni** subject lines:

- "Fellow [your college] grad who needs your advice"
 - Example: "Fellow *UIUC* grad who needs your advice"
- "[Mascot name] in need of advice"
 - Example: "*Illini* in need of advice"
- "Time for a fellow [college name] grad?"
 - Example: "Time for a fellow *UIUC* grad?"
- "Did you see last weekend's [school name] game?"
 - Example: "Did you see last weekend's *Illini* game?"
- "Fellow [alumni name] out in the wilderness."
 - Example: "Fellow *Illini* out in the wilderness"

Potential **club/organization** subject lines:

- "Fellow [club/org name] hoping to connect"
- "Seeking guidance from a fellow [club/org name] alum"
- "Do you have availability to help out a [club/org name] member?"

Body:

Hi [their name],

My name is [your name], and I'm in [your organization/club]. I would love to learn more about [their industry] from your perspective given your expertise working at [their company].

I know you have a lot of experience in the space, and it would be great to hop on a Zoom and chat about the "do's" and "don'ts" as I get started in [their industry].

Please let me know if you're free over the next couple of weeks to discuss. I'd appreciate the chance to ask questions!

Thanks again,

[your name]

LinkedIn Templates (300 character limit)

Hiring Managers:

Same **Club/Organization** Outreach:

Hi [name] - hope all is well and you're staying healthy with everything going on! I noticed that you were also in [organization] at [school]. Would love to learn from your experiences in [field] & share stories about [organization] if you have a couple of minutes to chat via Zoom or on here. Thanks!

Same **School** Outreach:

Hi [name] - hope all is well and you're staying healthy with everything going on! I noticed that you're also an alum of [school] and are doing [field] at [company]. Would love to learn from your experience & expertise in [field] if you have a couple of minutes via Zoom or on here. Thanks!

Same **LinkedIn Group**:

Hi [name] - I noticed that we're both in the [LinkedIn Group Name] group here! Would love to learn more from your experience and expertise in [field] at [company]. Please let me know if you have a couple of minutes to continue chatting via Zoom or on here. Cheers!

Same **Slack Group**:

Hi [name] - I noticed that we're both in the [Slack Group Name] group here! Would love to learn more from your experience and expertise in [field] at [company]. Please let me know if you have a couple of minutes to continue chatting via Zoom or on here. Cheers!

Questions to Ask After Connecting

- **How did you become interested in [field]?**
 - This helps you understand what sparked their interest & whether your interests align to potentially relate to them
- **How did you begin your career?**
 - This allows them to discuss their early career
 - Make sure to pay attention when following up with a “thank you” note for later so they feel that they were truly listened to
- **What steps would you recommend I take to prepare to enter [field]?**
 - This gives you insight as to how they would approach breaking into whichever field they are currently working in as someone who manages the roles you’d get hired into
 - Getting an answer directly from the source rather than playing a guessing game
- **What skills, abilities, and personal attributes are essential to success in [field]?**
 - Again, this gives you an opportunity to learn what specific skills & traits they use day-to-day which will give you a MASSIVE advantage when applying & interviewing
- **What are the most effective strategies you used when seeking positions in [field]?**
 - An incredibly important question as some folks will give you industry-specific insight on lowkey tactics & strategies to stand out & land interviews
- **What didn’t you know before you got into [field] that you wish someone had told you?**
 - Giving them an opportunity to mentor & give back by providing you with the insight they wish they had when starting out
- **Can you recommend trade journals, magazines or professional associations which would be helpful for my professional development?**
 - Again, this will help you understand which news sources that company uses which can help for interviews, as well as which organizations they look for candidates to have on their resumes to land more interviews
- **If you could do it all over again, would you choose the same path for yourself? If not, what would you change? What would you do the same?**
 - This one is a personal favorite of mine that can get the person to really open up about the things the mistakes they’ve made that you can avoid
- **What were some of your favorite projects to work on? Are there any that you’re particularly enjoying right now?**
 - Great opportunity to get insight on what they actually do day-to-day, specifically in the projects that they are most interested in
 - This one is really helpful for follow-ups because you can check in on “Project X” or “Deadline Y”
- **Can you suggest anyone else I could contact for additional information?**
 - This is your chance to potentially be put in touch with another hiring manager at the company or a friend of theirs at another company to continue networking & building strong relationships in the industry

Interview Thank You Note

Subject Line: Thank You [Interviewer's Name]!

Hello [Interviewer's Name],

Thank you so much for taking the time to meet with me and discuss the role of [Position Name] yesterday. It was a pleasure to learn more about your business approach.

Our conversation made me even more excited to join [Company Name]. I was particularly interested in [something specific you discussed during the interview].

I was thinking about what you said regarding [the upcoming challenge or project your interviewer mentioned]. In my [current / previous] role as [your current/previous position] I found that [a quick explanation of how you tackled a similar problem].

I look forward to the prospect of leveraging that experience into [the name of the position you're applying for].

If you need any additional information from me at this point, please feel free to contact me. Looking forward to hearing back from you on [the specific date established during the interview].

Thanks again for your time!

All the best,

[Your Name]

Generic Thank You Note

Subject line: Thank you for the opportunity, [Hiring Manager's Name]!

Hi [Hiring Manager's Name],

Thank you for speaking with me today. I really appreciated learning more about [Company Name]. I was happy to hear that you share my approach to [industry / business]. I particularly enjoyed the way you [specific detail about the company you learned during the interview].

I'm looking forward to meeting with you in person and chatting in more detail. Please find attached my resume and cover letter with detailed work experience.

Best,

[Your Name]

LinkedIn Templates (300 character limit)

Recruiters:

ALWAYS prioritize hiring managers (aka decision-makers who work in the specific groups of the position you're targeting because they have the highest likelihood to see your message & have the power to push you forward through the process), but if the only point of contact available is a recruiter, then you can CUSTOMIZE the following template to send to them:

General **Industry/Company:**

Hi [their name] - my name is [your name]. I am a [position or year] at [company or school] in [field]. I came across your profile and noticed that you were in [industry] at [company] & would love to learn more about your experiences. Looking forward to chatting!

General **Organization:**

Hi [their name] - my name is [your name]. I am a [position or year] at [company or school] in [field]. I came across your profile and noticed that you were in [organization] & would love to learn more about your experiences. Looking forward to chatting!

General **School/Club:**

Hi [their name] - my name is [your name]. I am a [position or year] at [company or school] in [field]. I came across your profile and noticed that you were in [club] at [school] too & would love to learn more about your experiences. Looking forward to chatting!

Follow-ups:

Hi [name] - wanted to follow up & share my gratitude for all your help with [event / obstacle]! How's everything been with you? A quick update on what I've been working on for the last [number of months]:

- Goal / Event / Accomplishment #1
- Goal / Event / Accomplishment #2
- Goal / Event / Accomplishment #3

Thanks again & hope all has been well with you!

IMPORTANT TIPS

Note 1: DO NOT use the LinkedIn templates for more than a couple invites and/or messages in a short period of time because LinkedIn's AI/ML will pick it up as potential spam. Space these templates out between different time periods throughout the day to avoid any issues with your account.

Note 2: You can of course cut out or revise these templates based on character limitations or what you're more comfortable with. Right now these LinkedIn templates are 300 characters or less, but of course if a field or organization has a lot of characters in it, you'll need to adjust accordingly.

ATS-friendly Resume Templates:

[Resume v1](#)

[Resume v2](#)

*(courtesy of Unfold Careers **not sponsors or affiliated in any way**)*

More Career Tips:

You need to be following the other techniques I describe in my TikTok & Instagram content to successfully incorporate these templates. Having the templates isn't enough. For instance, the resumes only automate the formatting. If you aren't properly copying keywords and appropriately incorporating them into your descriptions for each position, you can easily still get REJECTED from the ATS software that companies will be using.

I will continue to update with additional tactics and techniques you can leverage these templates with to increase your chances for networking & job opportunities, so make sure to follow my TikTok, Instagram, & YouTube below if you want to stay up-to-date with the best tips, tricks, & methods to get ahead in high school/college and your career:

[TikTok](#)

[Instagram](#)

[YouTube](#)

DISCLAIMER:

I am not responsible for anything that may result from this document (both good and bad). It's on you to properly customize this to your intended audience and whether or not you're successful comes down to your execution. I can give you all the tactics, strategies, & hacks (and I will continue to for FREE), but it's on you to take the initiative and get ahead.

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