

# LinkedIn Connection Requests Messaging

## LinkedIn Connection Requests

When sending a LinkedIn connection request, Springboard highly recommends that you customize your message through the “add a note” feature and explain why you want to connect. Mentioning something specific that caught your eye on their profile, such as a shared interest or experience, can help break the ice and make the connection request more meaningful. Additionally, keeping your message brief and friendly can help increase the likelihood of a positive response.

### Example 1:

"Hi [Name], I came across your profile and was impressed with your experience in [industry/field]. I would love to connect and learn from your insights. Looking forward to connecting!"

### Example 2:

"Hello [Name], I noticed we share similar interests in [industry/field] and I'd like to connect with you to expand my professional network. Let's connect and possibly collaborate in the future.

### Example 3:

"Hi [Name], I saw your work in [industry/field] and was inspired by your achievements. I would be honored to connect with you and learn from your expertise.

### Example 4:

"Hello [Name], I hope this message finds you well. I'm interested in [industry/field] and I'm looking to expand my network with like-minded professionals. Let's connect and possibly explore potential synergies.

### Example 5:

"Hi [Name], I noticed that we have mutual connections and interests in [industry/field]. I'd love to connect with you and learn more about your work and insights. Looking forward to connecting!

### Example 6- Mutual Connection Request:

Hi [Name], I noticed that we have a mutual connection in [Name of mutual connection]. I was interested in connecting with professionals in [Industry/Skill] and I thought it would be great to expand my network.

### Example 7- Group Connection Request:

Hi [Name], I saw your recent post in the [Name of Group] group and I thought it was very interesting. I'm also interested in [Topic/Industry] and I'd love to connect and continue the discussion.

### Example 8- Alumni Connection Request:

Hi [Name], I am a recent graduate from [Springboard or university name] and am looking to start my career in [industry or job position]. I came across your name on LinkedIn as I was researching fellow [Springboard or university] alum. I would love to connect with you and hear more about your experience as a [job position] and advice. Do you have any availability next week for a quick call or coffee chat?

# Cold Outreach Messages

Cold outreach messages are typically sent to people in the industry who the sender has not met or interacted with before and may be looking to connect with for the first time. Some people can feel that cold outreach messages can be more difficult to craft since the recipient may not have any prior reason to be interested in the sender's message. Here are some examples to guide you through the development of your own messaging.

## Example 1- Direct Message- Social Media

Hi [Name],

Thanks for recently connecting with me. I came across your profile while researching [industry] and was impressed by your experience in the field. As someone who is new to the industry, I would love to connect with you and learn more about your background and the work you do. Would you be open to scheduling a call to chat more about your experience in the industry?

Thank you,

[Your Name] | LinkedIn Profile

## Example 2- Direct Message- Social Media

Hello [Name],

I hope this message finds you well. I'm reaching out because I'm interested in transitioning my career to [industry] and was hoping to connect with professionals in the field to learn more about their experiences. I came across your profile and was impressed by your background and work in the industry. I would love to connect with you and potentially schedule a call to learn more about your journey and any advice you may have for someone new to the industry.

Best regards,

[Your Name] | LinkedIn Profile

## Example 3- Direct Message- Social Media

Hi [Name],

I'm a recent graduate from Springboard's [course] looking to break into the [industry] and was hoping to connect with professionals in the field to learn more about their experiences. After browsing through your profile, I was intrigued by your work in the industry and would love to connect with you. Would you be open to scheduling a call to chat more about your experience and any advice you may have for someone new to the industry?

Thank you,

[Your Name] | LinkedIn Profile

## Example 4- Email

Hello [Hiring Manager's Name],

I came across your profile on LinkedIn and was impressed by your experience in [Industry/Skill]. As an entry-level job seeker with fresh skills in [course], I am excited to explore opportunities in this field, and I believe that [Company Name] would be a great place to start.

I recently graduated from Springboard with training in [Course], where I developed a strong foundation in [Skill/Industry]. I gained hands-on experience through [Internship/Volunteer Experience/Projects], where I learned valuable skills in [Related Skill], [Related Skill], and [Related Skill]. Additionally, I participated in [Extracurricular Activity/Leadership Role] and developed skills in [Related Skill] and [Related Skill].

My experience has taught me the importance of strong communication, collaboration, and problem-solving skills, which I believe would make me an asset to [Company Name]. I am highly motivated, detail-oriented, and committed to delivering high-quality work in a timely and efficient manner.

Thank you for your time, and I would appreciate the opportunity to learn more about [Company Name] and what you typically look for in a candidate for your company.

Best regards,  
[Your Name] | LinkedIn Profile

# Warm Outreach Messages

Warm outreach messages are typically more personalized and conversational than cold outreach messages, as they are based on some prior knowledge or interaction between the sender and the recipient. Warm outreach messages could include following up with a former coworker, reconnecting with an old classmate, or reaching out to someone who you have a mutual acquaintance with.

## Example 1- Direct Message- Social Media

Hi [Name],

I hope this message finds you well. I wanted to reach out and thank you for connecting with me on LinkedIn. I noticed that you work in [industry], which is an area I'm really interested in exploring. I would love to hear more about your experience in the industry and any advice you may have for someone looking to break in. Would you be open to scheduling a call to chat more about your journey in [industry]?

Best regards,

[Your Name] | LinkedIn Profile

## Example 2- Direct Message - Social Media

Hello [Name],

It's been a while since we last spoke, but I wanted to reach out and see how you've been. I noticed that you work in [industry], which is an area I'm really interested in exploring. I would love to hear more about your experience in the industry and any advice you may have for someone looking to break in. Would you be open to scheduling a call to chat more about your journey in [industry]?

Best regards,

[Your Name] | LinkedIn Profile

## Example 3

Hi [Name],

I hope you're doing well. I recently came across an article about [industry] and it reminded me of your work in the field. I'm really interested in exploring opportunities in [industry] and would love to hear more about your experience in the industry and any advice you may have for someone looking to break in. Would you be open to scheduling a call to chat more about your journey in [industry]?

Thank you,

[Your Name] | LinkedIn Profile

## Follow-up Messages

If you don't receive a response to a message you sent, it is fine for you to send a follow-up message. It's important to be polite, professional, and respectful of the recipient's time and preferences. Avoid being pushy or overly persistent, and be mindful of their response (or lack thereof) and adjust your approach accordingly. Remember to personalize your follow-up message and focus on building a genuine professional connection with the recipient.

### **Example 1- LinkedIn Connection Request Follow-up**

"Hello [Recipient's Name],

I hope this message finds you well. I recently sent you a connection request on LinkedIn, and I wanted to follow up. As someone who is passionate about [shared interest/industry/field], I believe that connecting with you would be valuable in expanding my professional network and learning from your experiences.

In case you missed it, I wanted to share some additional information about myself and my background. I'm particularly interested in [specific area of interest or expertise], and I'm always open to exchanging ideas and insights with fellow professionals in this field.

I hope we can connect and potentially explore ways to collaborate or share knowledge. Please let me know if you have any questions or if there's anything I can do to assist you.

Thank you and best regards,  
[Your Name]

### **Example 2- LinkedIn Connection Request Follow-Up:**

"Hi [Recipient's Name],

I hope this message finds you in good health. I recently sent you a connection request on LinkedIn, and I wanted to follow up. As we both share a passion for [common interest or mutual connection, e.g., sustainability/technology/marketing], I thought it would be valuable to connect and learn from each other's perspectives in this field.

I look forward to connecting with you and potentially exploring ways to collaborate or exchange ideas. If you have any questions or would like to know more about my background, please don't hesitate to reach out.

Thank you and best regards,  
[Your Name]

### **Example 3- General Follow-Up Message:**

"Hello [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my previous connection request that I sent on [Date]. I understand that you may be busy, but I would be honored to connect and learn from your insights in [Recipient's area of expertise/industry/interest].

I'm looking forward to the opportunity to connect with you and explore potential ways to collaborate or share ideas. Please let me know if you have any questions or if there's anything I can do to assist you.

Thank you and best regards,  
[Your Name] | LinkedIn

#### **Example 4- LinkedIn Message Follow-Up**

"Hi [Recipient's Name],

I hope this message finds you well. I recently sent you a connection request on LinkedIn, and I wanted to follow up. I'm genuinely interested in connecting with you and learning more about your work in [specific field or industry].

I believe that we could potentially benefit from each other's experiences and insights, and I'm looking forward to the opportunity to connect and explore possible ways to collaborate or exchange knowledge.

If you have any questions or would like to know more about my background, please don't hesitate to reach out. I'm here to support and learn from fellow professionals like you.

Thank you and best regards,  
[Your Name]

#### **Example 5- LinkedIn Message Follow-Up**

"Hello [Recipient's Name],

I hope this message finds you well. I recently sent you a connection request on LinkedIn, and I wanted to follow up. I noticed that you recently shared an interesting update/news about [mention the specific update or news], and it piqued my interest.

I would love to connect and learn more about your perspectives on [related topic or industry]. It would be a great opportunity to exchange ideas and insights on recent developments in our field.

I'm looking forward to connecting with you and potentially exploring ways to collaborate or discuss mutual interests. Please let me know if you have any questions or if there's anything I can do to assist you.

Thank you and best regards, [Your Name]

# Informational Interview Thank You Messages

## **Example 1: Thank You for Time and Insights:**

"Dear [Interviewer's Name],

I wanted to express my sincere appreciation for taking the time to speak with me during our recent informational interview. I am grateful for the insights and advice you shared regarding [specific topic or area], and I found our conversation to be incredibly informative and inspiring.

Your perspectives on [related topic or industry] were particularly valuable to me, and I am excited to further explore the opportunities and challenges in this field. Your expertise and experience have given me a deeper understanding of [specific aspect], and I am confident that your insights will be instrumental in shaping my career path.

Thank you once again for your generosity in sharing your time and knowledge with me. I look forward to staying connected and potentially seeking further guidance in the future.

Best regards,  
[Your Name]

## **Example 2- Express Gratitude and Recap Key Points:**

"Hello [Interviewer's Name],

I hope this message finds you well. I wanted to extend my heartfelt thanks for our recent informational interview. Your willingness to share your experiences and insights regarding [specific topic or area] was truly invaluable, and I am grateful for the opportunity to learn from you.

I particularly appreciated your perspectives on [related topic or industry], and I found your advice on [specific aspect] to be particularly insightful. Your guidance has given me a clearer understanding of the direction I want to pursue in my career.

I am grateful for the time you dedicated to our conversation, and I am excited to apply the knowledge and insights I gained from our discussion. Thank you again for your generosity, and I look forward to staying in touch.

Best regards,  
[Your Name]

## **Example 3- Share How the Information Was Helpful:**

"Dear [Interviewer's Name],

I wanted to express my sincere gratitude for the informational interview we had recently. Your insights and advice on [specific topic or area] were incredibly helpful, and I am grateful for the opportunity to learn from your experiences.

The information you shared about [related topic or industry] has given me a deeper understanding of the field, and I am excited to apply this knowledge in my career journey. Your expertise and perspectives have been instrumental in shaping my understanding of [specific aspect], and I am grateful for your guidance.

Thank you once again for your time and generosity. I look forward to staying connected and keeping you updated on my progress.

Warmest regards,  
[Your Name]