

## NETWORKING TEMPLATES TO USE ON LINKEDIN

To streamline your LinkedIn experience, use these templates when interacting with your connections or creating new connections on LinkedIn.

### CONNECTION REQUEST TEMPLATE

Hi [name here], I noticed that like me, you [mention something here you have in common. For example, you work in the same industry, you hold the same job title, or you went to the same school]. I also noticed we also share a lot of the same connections. Would you mind if we connect here on LinkedIn? Thanks!

[sign your name]

### FOLLOW UP MESSAGE AFTER CONNECTION REQUEST HAS BEEN ACCEPTED

Hi [name here], thank you for connecting with me on LinkedIn. I'm glad to have the opportunity to interact with you more on this platform. If you happen to hear of any [xyz] opportunities, could you please keep me in mind? I'm continually looking for ways to expand my career. Thanks again, and please let me know if I can help you in any way!

[sign your name]

### REQUEST TO BE INTRODUCED TO SOMEONE TEMPLATE

Hi [name here], I noticed [name of the person you'd like to be introduced to] is one of your connections on LinkedIn. Would you mind introducing us? I would love to connect with her about a potential position available in her organization. I appreciate your time.

[sign your name]

### ASK FOR AN ENDORSEMENT TEMPLATE

Hi [name here]! Hope you're doing well. I am looking to build my profile and was wondering if you would consider endorsing me for skills XYZ [name 3-4 relevant skills here]. If you recall, when we worked together at [company xyz], I helped [briefly describe a project you did where you used these skills]. It would mean a lot to me. I'd be more than happy to return the favor. Thanks again, and hope all is well!

[sign your name]

### **ASK FOR A RECOMMENDATION TEMPLATE (SHORT)**

Hi [name here]! I'm currently optimizing my LinkedIn profile and expanding my career opportunities. I've heard that LinkedIn recommendations are a great way to do this. Would you mind writing a recommendation for me about our time together specifically in the area of [xyz] with a focus on these skills: [skill 1, skill 2 and skill 3]. I would be happy to write a recommendation for you as well. I appreciate your time!

[sign your name]

### **ASK FOR A RECOMMENDATION TEMPLATE (LONG)**

Subject: Request for a LinkedIn recommendation

Hi [Name],

I hope this message finds you well. I am reaching out to ask for your support in my job search. I am actively seeking new opportunities and I would be honored if you could provide me with a LinkedIn recommendation.

I have enjoyed working with you in the past and I value your professional opinion. I believe that a recommendation from you would greatly enhance my LinkedIn profile and help me stand out to potential employers.

If you're able to provide me with a recommendation, I would be happy to return the favor. I am confident that your skills and experience would be an asset to any organization, and I would be happy to provide a recommendation for you in the future.

Please let me know if you're able to provide me with a recommendation and I will send you a link to my LinkedIn profile. Thank you for considering my request.

[sign your name]

### **RECOMMENDATION TEMPLATE (USE THIS TO WRITE A RECOMMENDATION FOR SOMEONE ELSE)**

[Connection's name] is a passionate, motivated, and enthusiastic individual. I had the pleasure of working with [name] at [company xyz] and have witnessed [name]'s drive and passion to reach a designated career goal. I am positive that [name] will reach great heights and will be an asset to any company [name] chooses to work for.

### **REACHING OUT TO A RECRUITER ON LINKEDIN (FIRST MESSAGE)**

Hi [name here]! My name is [your name]. I recently applied for the [name of position] position with [name of company]. I've heard so many great things about [name of company] and know without a doubt my skills and expertise in the area of [mention a skill, expertise or accomplishment that relates specifically to the position], will be a great asset to your organization. If I can provide additional information to move the hiring process forward, please let me know.

[sign your name]

### **REACHING OUT TO A RECRUITER ON LINKEDIN (FOLLOW UP MESSAGE)**

Hi [Recruiter's Name]! I hope this message finds you well. I wanted to follow up with you regarding any new job opportunities that you may be aware of in [specific industry or field].

As you know, we recently met to discuss my career aspirations and I shared with you some of my greatest abilities and accomplishments. I am still very much interested in exploring new opportunities that will allow me to leverage these skills and experience.

If you come across any positions that you believe could be a good fit for me, I would be grateful if you could keep me in mind and pass along any relevant details. I am particularly interested in roles that require [specific skills or expertise] and that would offer opportunities for growth and advancement.

Thank you for your time and consideration, and I look forward to hearing from you soon.

[sign your name]

### **LETTING YOUR COLLEAGUES OR FRIENDS KNOW YOU'RE BACK ON THE JOB MARKET**

Hi [Name], I hope this message finds you well. I'm writing to let you know my amazing run at company xyz is coming to an end and I'm on the search for my next big career opportunity.

You've always been a trusted colleague of mine and I highly value your insights and expertise. If you happen to hear of any opportunities where I can better utilize my skills in the areas of skill 1, skill 2 and skill 3, can you please let me know. Or if you can make any introductions on my behalf to your valued leaders and decision makers, I would greatly appreciate it.

If there is anything I can do to support you in your own career goals, please don't hesitate to reach out. You have been an integral part of my professional development, and I'd be happy to return the favor in any way I can.

Thank you for your time and consideration. I look forward to hearing from you soon.

[sign your name]

### **ASK FOR REFERRAL FOR A POSITION ADVERTISED AT A COLLEAGUE'S COMPANY**

Subject: Request for referral for [Position Name] at [Company Name]

Dear [Colleague's Name],

I hope this email finds you well. I am writing to ask for your help regarding a job opportunity at [Company Name], where you currently work. I came across the [Position Name] role on [Company's website/job board], and I am extremely interested in applying for it.

I believe that my skills and experience align well with the requirements of the position, and I would be a great fit for the team. I am particularly drawn to the company's mission and values, and I am excited about the opportunity to make a real impact in this role.

As someone who is familiar with the company culture and the team, I would greatly appreciate your referral. If you think I would be a good fit for the role and the team, I would be honored if you could pass along my resume and cover letter to the appropriate hiring manager.

Thank you in advance for considering my request. I look forward to hearing from you soon.

[sign your name]

### **INTERESTED IN A POSITION THAT IS NOT ADVERTISED? REACH OUT TO THE HIRING TEAM WITH THIS TEMPLATE**

Subject: Interest in joining [Manager's Name] team at [Company Name]

Dear [Manager's Name],

I hope this email finds you well. My name is [Your Name] and I am reaching out because I am extremely interested in joining your team at [Company Name]. I have been following the work of the department and have been impressed by the success you and your team have achieved.

I have [X number] years of experience in [relevant field/industry], and I am confident that my skills and experience would be an asset to your team. I am particularly impressed by [specific project/initiative/achievement of the team] and would love the opportunity to contribute to similar projects in the future.

I understand that there may not be an open position currently, but I wanted to express my interest in any future opportunities. I would be happy to provide my resume and references for your consideration. I would also love the opportunity to meet with you and learn more about your department's goals and objectives.

Thank you for your time and consideration. I look forward to hearing from you soon.

[sign your name]

**SPECIAL NOTE: IF THERE IS NOT A TEMPLATE HERE THAT YOU'RE LOOKING FOR, PLEASE EMAIL US AT [HEATHER@PROFESSORAUSTIN.COM](mailto:HEATHER@PROFESSORAUSTIN.COM) AND WE'LL GET IT CREATED FOR YOU!**