**Job Search Communication Templates**

A key part of the job search strategy is gathering information through conversations. Consider this the start of the referral process, which could lead to a direct introduction to the hiring manager or team. How do you convince a stranger to schedule a conversation with you? Here are a variety of templates to help get you started.

Tips for success:

● Establish your purpose early in the message.

● Use relevant keywords or terminology to demonstrate your understanding of the target role/industry.

● Maintain control of the follow-up.

● Always look for opportunities to make new connections.

**Messaging on LinkedIn: Getting Started**

If you are reaching out to someone who is not a 1st-degree contact on LinkedIn, you will have a **maximum of 300 characters** to convey a message to that person. If you are using a premium version of LinkedIn, then you will not have this limitation. **Note:** You don’t need to have a premium account to network effectively.

**LinkedIn Connection Request: No Direct Relationship (261 Characters)**

Tyler,

While researching professionals in the technology space, I came across your profile. I’m currently enrolled in an intensive software development program and looking to connect with individuals in the field. Would you be open to connecting?

Best,

Riley Evans

**LinkedIn Connection Request: Indirect Relationship (300 Characters)**

Tyler,

Jane Smith suggested I write to you. I have 5 years’ experience working in operations and recently secured a software development certification. I’m looking to learn more about the challenges companies face in scaling their products to reach a global audience. Would you be open to a chat?

Riley

**LinkedIn Request for an Industry Chat (No Character Limit)**

Hi William,

I recently read your blog on how companies can reimagine their workforce processes to keep them engaged in the new hybrid work environments as we emerge from the pandemic. In particular, I was impressed to see how you are leveraging technology to do that and adapting the same technology to engage your customers.

I am looking to take my career to the next level and recently completed a software development certification program. I was able to complete three complex capstone projects and am excited to apply my passion and experience to a career in software development.

I would welcome the opportunity to set up a time for a conversation over the next few weeks.

Best,

Riley Evans

(123) 456-1100

**Email Request for an Industry Chat Based on a Recommendation**

**Subject: Referral from Jane Smith to ask for an informational interview**

Hi William,

Jane Smith at IBM gave me your email address and suggested I write to you. (I have included her in CC here.) I read your commentary on the employment landscape with increased job growth in technology, especially for roles like quality assurance analysts and engineers and software developers. It doesn’t surprise me that job growth in these areas is outpacing other functional areas.

I was interested in your noting double-digit growth opportunities at your company and that you expect your workforce to double over the next three years. I wanted to connect and see if you would be open to a conversation with me. I would welcome the opportunity to share my story and how I am hoping to embark on the next stage of my career journey.

I have experience working with sales reporting and developing testing tools and strategies that enhance reporting capabilities.

As I consider the next stage of my career, any advice would be greatly appreciated. I understand this may be a busy time for you, so if you are not able to connect this week, may I suggest a week from Tuesday? I will try again later this week if you are not able to speak this week.

Thank you for your consideration.

Best,

Riley Evans

(123) 456-1100

**Post-Interview Email Follow-Up**

**Subject: Great meeting with you today!**

Taylor,

I enjoyed meeting you today along with the rest of the team and learning about the nuances of the role and organization. You mentioned that the right candidate for this position is someone who can hit the ground running, take on challenges, and resolve them at record speed.

My previous position as a sales engineer at a mid-sized start-up means I know how to wear many hats. I am team-focused, collaborative, and motivated by wanting to help a successful team become even better. In my most recent role, I worked with an agile team customizing our sales reporting process. I was able to translate user requirements and product design specifications into code using JavaScript to create a visually enhanced product.

I am ready for the next chapter in my career and know that I can bring value to your organization. I’m a strategic thinker with an eye for detail and a proven ability to work cross-functionally. I know my combination of skills and experience will allow me to become a valuable contributor to your team. I look forward to following up with you on **(enter date)** to discuss possible next steps.

Kind regards,

Riley Evans

(123) 456-1100

**Job Application Follow-Up**

Shane,

While researching companies in the green energy space, I saw your profile on LinkedIn as the recruiter for the Full Stack position at your company. I submitted my application via the main website as per instructions, but I wanted to write to follow up directly with you.

In a world where the need to address climate change is imminent, shared and renewable energy assets like wind and solar farms are key to progress. Your company’s platform enables the clean energy revolution by connecting consumers and clean energy providers, and I am confident that my technical expertise would enable me to support you in this role.

I just completed an intensive software development certification program in which I utilized state-of-the-art tools to complete three capstone projects and mastered ReactJS and CSS3. Prior to this program, I led agile teams effectively, often completing projects prior to deadlines. My skills and experience coupled with my passion for sustainability make me a strong candidate for this position.

I would welcome discussing the opportunity further, as well as how I can be an asset to your organization. I look forward to hearing from you.

Kind regards,

Riley Evans

(123) 456-1100

**Second Job Application Follow-Up**

Shane,

I wanted to follow up with you regarding the Full Stack Engineering position. It’s a role I am very interested in and to which I know I can add value. I have been following the recent press releases from the company, and with great interest, I read about your growth in driving business development opportunities in the green energy space.

I know this position requires collaboration with multiple stakeholders, and I have demonstrable proof of working on multiple projects and meeting deadlines. As a business owner, I managed a minimum of five projects on a weekly basis, with many of them being large-scale events. My business experience coupled with my skills in ReactJS and CSS3 would make me a strong candidate for the role.

I know it would be time well spent for us to have a conversation.

Kind regards,

Riley Evans

(123) 456-1100

**Third Job Application Follow-Up**

Shane,

I wanted to follow up on my previous email regarding the Full Stack position. I realize the position has been open for a few weeks now and you may have filled it. I remain extremely interested and believe I could add value to not only the department but the overall organization. If this position is no longer available, I would welcome the opportunity to have a conversation about future possibilities.

Kind regards,

Riley Evans

(123) 456-1100