

Best Scripts for Cold LinkedIn Messages

LinkedIn is a great way to build your professional network. You can connect with people you already know *and* create new connections. But how should you go about connecting with people you've never actually met? This Springboard resource provides a few sample scripts that you can use to write a LinkedIn message to a person you want to connect with to develop your network and inquire about a job.

LinkedIn Connection & Follow-up Messages

This two step process will help you build your network on LinkedIn as well as kick-off your informational calls with machine learning professionals.

Step 1: Connection note for LinkedIn

"Hi (Name), I found your experience really interesting. It would be great to connect. Best, (Your Name)"

Step 2: Outreach to an industry experienced professional that has *already accepted* your LinkedIn connection. (second outreach)

Hi (Name), I found your experience as a (job role) at (company) very interesting and wanted to see if you might be interested in sharing some of your insights and advice with me? I'm currently transitioning from a (role/background) into a (data analytics, business analytics, etc) focus. It would be great to learn from someone like yourself on what it takes to be successful in a data analyst role.

Would you have any time to speak for 15-20 minutes over the next couple of weeks?

Thank you for your time!

Best, (Name)

Messages during your Job Search

Springboard recommends that you start applying for positions once you've completed your first capstone unless your career coach has advised you otherwise.

Cold Outreach to a Technical Recruiter regarding opportunities

**check their contact information on their LinkedIn profile to see if they've provide their work email. If it is offered, send your message via email.*

Hello (name),

I noticed that you're the company is hiring for (job/role) and I wanted to reach out to you today to share my resume as well as interest in your company. If you'd be interested in speaking with me I'd be happy to share some additional information on my experience and projects.

Thank you,
(Your Name)

Message for a technical recruiter or experienced professional whom you're reaching out to share interest in an open role at their company.

Hi (Name),

I recently ('came across' OR 'applied to') the following position for a (position) at (company). I'd love to be considered for this role and have attached my resume. If you have any time to chat this week or next, I'd be happy to share more of my experiences with you. Looking forward to connecting!

Best,
(Your Name)

Message to send to a person that a friend/colleague has recommended you reach out to

Hi (Name),

I was referred to you by (name). They mentioned you'd be a great person to connect/chat with regarding data science opportunities. I've attached my resume with (Portfolio OR GitHub link) for your reference. Please let me know if you'd be available to speak at any time over the next couple of weeks.

Thank you,
(Your Name)

Asking for a referral via email or LinkedIn

**Always best to make this request over the phone or in person but if that's not an option this message can be used. Also, please note, Recruiters can't refer you to jobs since their job is to find people.*

Hello (Name),

We recently connected on/at (LinkedIn/meetup/conference)! I'm currently transitioning from an (your current or most recent role or industry) background to data analysis focus. After reviewing your company further, I noticed that there is a (job title) opening! I've attached my resume and wanted to see if you would be open to providing me with feedback on if I'd be a good fit for this role, or not? Also, let me know if you would be open to being listed as a referral [I'm not sure if your company offers referral bonuses?], after reviewing my qualifications, of course. If not, no worries at all, I appreciate any advice or feedback you could share.

Thank you for your time!

Best,

(Your Name)

Outreach for additional information from someone you met at a conference, meetup, event that you've connected with before

Hi (name),

Hope this note finds you well! We connected at (name where you met) and I really enjoyed our discussion on (name something you talked about). I am reaching out because I noticed that your company is hiring for a (insert name of position) and I am very interested in the position. I'd really like to learn more about this opportunity before I apply. If you would be able to share any insights you may have on this position, I would be extremely grateful. If you don't have any direct insights, and know someone else that might be helpful for me to chat with, I'd appreciate any introductions that you feel would be valuable to my search and preparation.

I really appreciate your time and of course if there is anything I can do to help, please don't hesitate to reach out to me.

Thank you,

(Your Name)

Post Interview Messages

Thank you note after the interview

Hi (Name),

Thank you again for taking the time to meet with me on (day). I really enjoyed your insights on (something you discussed in the interview) and what it's like to be a part of the team at (company). I'm looking forward to the opportunity to speak with you again. If there's any additional information you'd like or questions for me I'd be happy to follow-up.

Thanks again,
(Your Name)

Thank you note to recruiter after an onsite interview

**If you didn't get the other interviewers' emails*

Hi (Recruiters Name),

Thank you again for coordinating my interview with the (department/team you'd be joining) team. It was a great experience! I'd love to be able to send them a 'thank you' note. Would it be possible for your to share (list interviewer(s) names.) emails with me?

Thanks,
(Your Name)