

Sample Messages

We've put together a resource with example [LinkedIn outreach](#), [thank you message](#), [referral requests](#), how to ask for an [extension](#) on a case study or take home assignment, and a [post-interview thank you note](#).

Example LinkedIn Message

Customize this sample message.

Hi _____, I hope you are doing well. We don't know each other personally, but we both are _____ alumni! I am reaching out to you because I am starting my career and feel that your professional background and career path are aligned with where I would like to take my own next steps. I would love to speak with you and learn from your experience in XXX. I completed my XXX certification/degree/internship a few months ago and I am looking for my next opportunity. Do you have time for a phone/video call/coffee chat in the next week or so? I would really appreciate your insights. - Your Name

Informational interviews are conversations that allow two people to get to know each other on a professional level. This is a common practice in many industries, and can also be known as a coffee chat. When you are conducting informational interviews, you can ask questions you have about the person's company, their position, and how they think one can stand out as a candidate. We've included some example questions you might ask below, but you should take 5-10 minutes to come up with a list of questions you want to ask during your coffee chat.

Example Questions to Ask During Informational Interviews:

- *What is it like to be X in this company?*
- *What type of projects are you working on?*
- *What is a normal day like for you?*
- *I saw XX in your LinkedIn profile; can you tell me more about that?*
- *What is the most challenging thing about your role now?*
- *Do you have a recommendation for someone like me (fresh graduate/who is changing industries) that wants to get into your career field?*
- *Based on what I have told you about my professional interests, is there anyone you know who it may be beneficial for me to speak to to continue to learn about career options?*

While these interviews aren't evaluative, it's always a good idea to still do your best to impress your potential future colleagues and show gratitude for them taking the time to speak with you. This is just as much an opportunity for you to learn more as it is for them to understand your background and be able to give you specific and targeted advice.

After your informational interview we recommend sending a short message thanking the person for their time. Below is an example thank you message.

Example Thank You Message

Customize this sample message.

Hi _____, Thank you for taking the time to speak with me the other day. Your advice was invaluable and I'm really excited to apply to the _____ role/company. If there is any way I can help or support you in the future, please don't hesitate to reach out. - Your Name

NOTE: If you can, point to a specific example they mentioned and explain how that impacted you. For example, *I really appreciated you sharing your thoughts on how to make a good impression in an interview at _____: in preparation for any interview I will read up on the company, ask questions, and provide concrete examples of my soft skills from my internship at _____. After our conversation, I felt better prepared to showcase my skills and interests in my interviews for _____.*

Example Referral Message

When applying for a position, it can be very beneficial if you know someone who has previously or is currently working at the company you are applying for, and ask them if they would be willing to recommend you.

Customize this sample message.

*Hi _____, I hope this message finds you well. I am submitting my application for [position you are applying for] at _____. I understand you are currently the [title of their role] at _____, and am reaching out to see if you would be comfortable referring me to the hiring manager for this position. (Insert your relationship with the person. For example, *I so appreciated the time we spent together interning at X / working together on / in a mentorship capacity.*) I am very excited about the potential of working at _____ and want to make sure I do everything I can to make the most of this job opening. If you need any information from me about my past experiences, our work together in the past, or my interest in the work, please don't hesitate to reach out. Thank you in advance for your consideration! - Your Name*

NOTE: Be sure to ask someone who you think could give you a positive referral. It doesn't hurt to ask and strengthens your chances of getting an interview if the individual you are asking a referral from can speak to specifics about your work together or who you are as a person or student.

Example Extension Message

If you receive a case study or take home assignment and realize you are not able to give the project the attention it deserves in the time allotted, write back to your point of contact as soon as you can to ask for an extension. Explain why you may need additional time.

To ensure you have the time needed for the project, and if you need any additional time, review the assignment as soon as you receive it and assess your schedule before the assignment deadline.

Customize this sample message.

Hello _____, Thank you for sending over the materials for this project/assignment/task. I am excited to dive in! I understand that the deadline for me to submit/send you my solutions and work is [given deadline]. However, I have reviewed the prompts and materials and would like to request additional time to execute the task. I am [reason for extension]. Am I able to send you my work by [deadline you foresee works]? If not, I understand and will complete the task to the best of my ability in the time allotted. Thank you for your time in advance and consideration. - Your Name

When stating a reason for an extension, think of this as less of explaining an excuse and more as giving them additional insight into who you are as an individual and how you would communicate if they hired you. Example: *I am currently a full time student and have a part time job on campus assisting with updating our school website. As I balance those priorities, I want to ensure I give this project the time and focus I would give to any project if given this opportunity.*

Example Post-Interview Thank You Note

After you complete any interview, it is important to thank your interviewer for their time and consideration.

Customize this sample email/note.

*Hello _____,
Thank you for your time and consideration in [date] interview. I enjoyed talking to you about [specific thing you talked about, task you did, or role].
Please let me know if you need anything else on my end.
Looking forward to talking to you more soon.
Best,
[Your Name]*