**Using LinkedIn to Develop a Professional Online Presence**

Write a personalized LinkedIn invitation to someone you are interested in and who is related to your future career. Follow the format below:

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Write *Mr. Last Name* for a man, *Ms. Last Name* for a woman, or *Mx. Last Name* for a gender-neutral person; if you are uncertain, write *First Name* and *Last Name*)

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Explain your main interests) I would like to connect with you because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Give two reasons why you would like to connect with this person. You have to read the person’s profile and see how you can relate to that person).

I look forward to talking with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Write your full name)