Outreach Templates & Resources

**LinkedIn Connect Request Templates**

* Hi {First Name}. Would love to connect and learn more from you. - Jane
* Hi {First Name} Love what {Company Name} is currently up to and would love to connect to learn more. - Jane
* Hi {First Name} Love your latest post on {Post Topic} on LinkedIn. Would love to connect to learn more. - Jane
* ​[See more connection request templates here.](http://bit.ly/2nSmiGO)​

**Message or Email Templates**

Customize the following templates:

**Template for event follow-up and informational interview request**

Hi {First Name}!

It was awesome meeting you at the {event} yesterday. I was hoping to connect with you to seek some advice about my transition into {industry/role}.

I am inspired by people like you as I look to chart my own path. As I mentioned yesterday, I recently graduated from the {program}, and I'm currently working on some exciting new projects, including {project description}.

I would love to meet up and pick your brain about becoming a {desired role}. Let me know if you’re available to grab some coffee or to get on a quick call sometime on {option 1} or {option 2}, or whenever you’re free.

Looking forward to connecting with you again soon!

Thanks,

Your Name

**Template for cold informational interview request**

Hi {First Name}!

I’m {Your Name}, a {desired role} transitioning from a career in {previous career}. We're both {how you're connected}, and thus, I hope you don't mind me reaching out. I’m hoping to ask some advice around my recent transition. I am inspired by people like you as I look to chart my own path.

I recently graduated from the {program}, and I am currently working on some exciting new projects, including {project description}.

I would love to meet up and pick your brain about how you got started and how you maintain your expertise. Let me know if you’re available to grab some coffee or to get on a quick call sometime on {option 1} or {option 2}, or whenever you’re free.

Looking forward to hearing from you soon!

Thanks in advance,

Your Name

**Resources for Informational Interview Prep:**

* ​[Udacity How to Find Your Next Job Over Coffee](https://blog.udacity.com/2014/11/informational-interviews-how-to-find.html)​
* ​[Hasbeeq Break Into Tech Industry](https://haseebq.com/how-to-break-into-tech-job-hunting-and-interviews/" \t "_blank)​
* ​[Glassdoor Score Your Dream Job](http://bit.ly/2CIs976)