

# Networking Email Templates

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In this article, you'll find 5 email templates you can use to reach out to your professional network.

## 1. Email to request an informational interview

Hi [Name],

My name is [Name] and I'm working as a [Job Title] at [Company] with [Length of Time] until I earn my degree. I'm currently exploring next steps in my career and have a strong interest in [Field]. I understand that as a [Their Job Title] at [Company], you [Job Responsibilities]. Given my interest in [Field], I'd love to hear more about your time at [Company] as well as your career path and any advice you might have to get started.

Would you be available to speak with me for 30 minutes sometime in the next few weeks? I'm happy to meet you wherever is most convenient for you, or speak with you over the phone. Times that would work include [Multiple Dates/Times]. I can be reached at this email address or over the phone at [Phone Number].

Thank you in advance for your time! I really appreciate it and I look forward to speaking with you.

Best,

[Name]

## 2. Email to reach out to someone in your current network

Hi [Name],

I hope things are going well! I'd love to hear how you've been doing.

I've been thinking about my career and what my next steps might be, especially as I am approaching completing my degree and beginning my job search. After some reflection, I think [Field] positions would be a good fit, because [Reasons]. If you have any advice on how I can break into the field, I'd love to hear it, and if you know anyone who works in [Field], I'd really appreciate the chance to talk with them and learn more. I've attached my resume for your reference.

Thank you! I hope to hear from you soon!

Best,

[Name]

## 3. Email to reach out to someone in your current network about a job at their company you want to apply to

Hi [Name],

I hope things are going well at [Company]! I'd love to hear how you've been doing.

I'm currently exploring roles in [Field], and recently came across a [Job Title] position at [Company]. I remember you

mentioning that you really enjoyed the [Description] culture at [Company], and that's exactly the kind of culture I think I would thrive in.

I'm wondering whether you might know of any connections I could reach out to regarding the position, and if you have any advice on how to be successful in my application process, I would truly appreciate it.

I've attached my resume for your reference. Thank you so much, and please let me know how things have been going at [Company].

Best,

[Name]

#### 4. Email to reach out to a recruiter about a job at their company you want to apply to

Dear [Name],

I hope this email finds you well. I am writing to express my interest in the position of [Job Title], which I came across on your company website.

I believe I am an excellent fit for this position. I am currently working as a [Job Title] at [Company]. In this role, I gained experience doing [2-3 specific tasks that mirror the job description]. I would love the opportunity to meet with you to discuss the position further. When might we be able to connect about this role, or other available openings at [Company] where I might be a fit?

I can be contacted by email at [Email Address] or by phone at [Phone Number] and am available to speak with you at your earliest convenience. Thank you and I look forward to hearing from you soon!

#### 5. Email to reach out to someone you found on LinkedIn

Hi [Name],

My name is [Name], and I found your profile on LinkedIn while researching [Job Positions/Company]. Your experience stood out to me because of [1-2 things from their profile that interest you], and I would appreciate the opportunity to learn more about your career pathway.

I am currently a [Job Title] at [Company], where I [Overview of Responsibilities]. I've been thinking about my career and what my next steps might be, especially as I begin my job search. After some reflection, I think [Field] positions would be a good fit because [Reasons].

If you have 20 minutes in the coming weeks, I'd love to meet for coffee or talk over the phone to learn more about what steps you took in your career. I'm available [Multiple Dates/Times]. Do any of these work for you?

Thank you and I look forward to hearing from you!