

## SAMPLE MESSAGES FOR CONNECTING WITH YOUR NETWORK

### CONTACTING A COMPANY DIRECTLY:

*Hello X,*

*I am currently a Master of International Business candidate at Hult International Business School in San Francisco. As I researched companies that \_\_\_\_\_, I was excited to learn that your organization is \_\_\_\_\_.*

*I'd like to inquire about the possibility of doing a part-time internship this spring.  
**(A bit about your background and skills).***

*I am available to start May 22<sup>nd</sup> and can work 20 hours per week.  
I have attached my resume for your review and can be reached at \_\_\_\_\_ .  
Hoping to hear from you soon.*

*Best,*

### CONTACTING RECRUITERS:

When contacting a recruiter for a specific job, you can send a LinkedIn message or email. You can also try calling them or using any social media form the recruiter uses to promote jobs/company. The key is to be concise and get to the point quickly. Relay how you fit the role:

*Hi (Recruiter),*

*I am applying for your open position for (job title), (job ID #). I enjoy connecting people and helping early stage startups define their growth strategy, and have honed my skills in previous jobs and in my education. I am particularly interested in (company), because of the strong product offerings/talented management team/strong financial backing/position in the marketplace/company culture alignment.,*

*I am adept in the following skills: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.*

*I am very much interested in being a productive part of your team! My contact information is listed below, I look forward to continuing the conversation.*

*Thank you,*

### REQUESTING AN INFORMATIONAL INTERVIEW:

*Dear Mr. Simpson,*

*I am a fellow project management professional from Venezuela. I found your LinkedIn profile today and was impressed by how you have built a career that spans four very different industries. And by the way, I really appreciate the style you use to describe our profession. It's serious work - and we can be lighthearted in describing how we do it.*

*I am finishing my Masters in International Marketing degree in August and hoping to understand more about project management careers in the United States. Would you be open to chatting for 15-20 minutes sometime soon about your experience crafting what sounds like a pretty incredible career?*

*Dear X,*

*I am a graduate student about to finish my Masters in International Business degree and excited about pursuing the field of operations. I have worked in the supply chain and logistics sectors and am hoping to follow my passion further in operations. Given your impressive career, I am hoping you might be able to share your invaluable insights about the industry. I realize you must be very busy, but would it be possible to have a 15-20 minute chat soon about your experiences?*

*Thank you for your consideration.*

#### **ADDING CONNECTIONS:**

*"It was great to meet you at the XYZ networking event last week. I enjoyed our discussion on the importance of xxxx in the workplace. I'd like to connect with you on LinkedIn."*

*"It was a pleasure working with you at XYZ. I'm currently at Hult in SF pursuing my MBA in ABC. I am updating my LinkedIn profile and would like to connect with you."*

#### **ADDING CONNECTIONS/REQUESTING TIME TO MEET:**

*Our paths crossed all too briefly at the X event the other night, but I would love to keep in touch to learn more about your work. Are you open to a coffee meet-up sometime over the next few weeks?*

#### **CONTACTING WITH SOMEONE AT A COMPANY DIRECTLY:**

*Hi (name)*

*We worked together at (company name) in (date/year) and I would like to reconnect with you. I'm currently working at/living in (your current situation)I'd love to catch up with you sometime. Please let me know when your schedule permits.*

*Best regards,  
(your name)*

#### **CONNECTING WITH HULT ALUMNI - 3 EXAMPLES:**

##### **#1:**

*Hi [name],*

*I hope you're well! I'm in the MBA program at Hult SF this year and am having a blast.*

*I have a background in Engineering and am interested in Product Management. I'd love to learn more about your role at xx [company] and your career journey at Hult.*

*Can we meet up for a coffee sometime next week? / Are you free to grab a coffee sometime next week?*

*Cheers,*

**#2**

*Hi [name],*

*I hope you're well! I'm in the MBA program at Hult SF this year and am having a blast.*

*I'm very interested in what you're doing at xx [company]. I have a background in xx and am thinking of switching into xx.*

*I'd love to learn more about what you do and get some advice on how I can succeed in this area. Can we meet up for a coffee sometime next week? / Are you free to grab a coffee sometime next week?*

**#3**

*Hi [name],*

*I hope you're well! I'm in the MBA program at Hult SF this year and am having a blast.*

*I have a background in xx and am eager to join a cool tech company.*

*I see that you landed a great job at xx. Congrats! Would you have time to grab a coffee next week? I'd love to learn more about what you do and what it's like working at xx. Thanks!*

**CONNECTING WITH SOMEONE YOU MET 3 MONTHS AGO AT A NETWORKING EVENT:**

NOTE: You should never wait 3 months to connect with someone after you've met at a networking event....but maybe they just joined LinkedIn last week??)

*Hi (name)*

*We met in July at X and talked about getting together for coffee to discuss (X). I think we've both been very busy, but hoping now would be a good time to reconnect. Are you available to meet up anytime soon?*

*Best,*

*(your name)*

**YOU WANT TO CONNECT WITH A PROSPECTIVE MENTOR (OR EVEN A PROFESSOR)**

*Hi (name)*

*Congratulations on your recent move to (COMPANY NAME). You had a major impact on me during the few months we worked together at (OLD COMPANY) and I'd like to build on that relationship. Do you mind if I email or call you from time to time with career questions? Let me know.*

*Best,*

*(your name)*