

Networking Email Examples

In this document we focus on how to *communicate* with your network, and ask for what you want in a professional, authentic, and -ultimately - effective way. A couple of emails focus on *giving back* to your network, and adding value to important contacts by offering something of value/interest to them.

Keep your networking emails short, succinct, and easy for the reader to understand. Make sure the "ask" (what you are asking your contact for) is clear, and keep it to ONE single "ask" per communication- make it easy for them to say yes to your request. Our networking emails include *thank you* notes post interviews and informational interviews, as well as that unforgettable follow-up email after you've met with someone important and want to leave a killer impression.

Example 1: Looking for a new job

Hi Sarah,

I hope this message finds you well. I saw the photos of [mention an event, conference, or trip] from last month—it looked like a fantastic event/trip.

I'm reaching out because I'm ready for a change on the career front and starting to look for potential new opportunities. As you know, I have been at Marakon Consulting for almost three years, but I'm ready for a new challenge in the consulting world. I know that you used to do work for Accenture, which is on my short list of top companies. I am looking for someone in the XX Practice who might be willing to do an informational interview with me, and was wondering if you could make some introductions? Even if it is someone not directly in that team, any introductions that would make sense to you would be greatly appreciated.

I've attached my resume, and please accept my thanks in advance for your help. It would be great to grab lunch when you are next in town- please do let me know!

Warm regards,
Matthew

Example 2: LinkedIn 'connector' email

Dear Stephen,

I hope all is well with you! I am planning to apply for a Community Director Position with the Humane Society, a favorite organization of mine. I saw that your friend, Jane Dawson, works for HS. I was wondering if you would feel comfortable making a connection between us, as I'd love to chat with her about her time at HS and my interest in this position. Many thanks in advance.

Warm regards,
Barbara

Example 3: Direct referral (similar to example 2)

Hi Garret,

I hope you are well. I've recently been applying to jobs in marketing and PR and discovered a position that would be a great fit: [position name with link to it] at [company name].

I noticed that you're connected to Janet Stevens, who is the Director of Marketing at [company name], and was hoping that you could introduce us. If you feel comfortable doing so, your referral would mean a lot to me.

I've included a few lines on me below [include short bio], as well as my resume, to provide context. Please let me know if there's anything else I can provide that might be helpful.

Thank you so much in advance for your help.

Warm regards,
Emily

Example 4: Post interview thank you note

Dear Ms. Smith,

Thank you so much for meeting with me today. I appreciate the time you took to answer my questions and it was such a pleasure to learn more about the innovative projects the data analytics team is working on.

I'm very excited about the opportunity to join [company name] and help advance the team's goals in [bringing in new clients / developing cutting edge content / anything else you would be doing with that team].

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if you need any additional information.

Best regards,
Heather Morley

Example 5: Post informational interview thank you note

Dear Larry,

Thank you so much for meeting with me today. It was such a pleasure to learn more about [the company, as well as your own career journey. It's interesting that you XYZ... as I feel that is where my thought process is right now.

I'm very excited about possibilities at [organization name] or in [the industry area]. I have learnt through my conversations with others - and you confirmed this- that it is a time of growth and opportunity in the ABC space.

You mentioned the 2014 Data Analytics report, and as it turns out I was able to get a copy and it is attached. [Or similar... share an article or link or something of interest/value to the person].

I look forward to staying in touch, and again thank you very much for your time today.

Best regards,
Heather

Example 6: Follow up on a job application

Dear [recruiting manager name],

I hope all is well. I know how busy you probably are, but I recently applied to the [position title], and wanted to check in on your decision timeline. I am excited about the opportunity to join [company name] and help advance the goals of the XX team in [bringing in new clients / developing world-class content / anything else you would be doing with this team].

Please let me know if it would be helpful for me to provide any additional information as you move on to the next stage in the hiring process.

I look forward to hearing from you,
Charles Morgan

Example 7: Building a relationship with a contact you'd like to impress

Hi Catherine,

It was great to connect with you today! I had some time over lunch and checked out your [portfolio / website / report]. It's great that you cover XYZ because I think this area is a major challenge for many organizations.

You mentioned [reference XYZ] during our discussions, and I have been brainstorming some ideas based on how I have approached this in the past. Check out the attached document for [a quick mock-up of solution, some slides on strategy/implementation around a key idea, possible partnerships if it's a biz dev/sales role / social media best practice that has worked really well in my current role / insert helpful solution here].

Let me know if you'd like to discuss further. In any event, I am definitely available and happy to help! I look forward to staying in touch.

Jamie