

Sample LinkedIn Messages

- You can send a message to anyone in your network or someone in a field or at an organization that matches your interests.
- These are templates. Be sure any messages you send are personalized and specific to you.
- You can reach out to peers and mutual connections, as well, adjusting these templates as needed.
- When you reach out, be sure to check your messages for a response. Consider following up with any connections made with an informational meeting or phone call request (see sample below).

Sample #1: Connecting with a Professor

Hi Professor [Last Name],

I hope you're doing well! I really enjoyed your [Class Name] class last [semester/term] and learned a lot about [specific topic or concept from the class]. I'd love to stay connected here on LinkedIn and keep up with your research and work in [Field/Area of Study].

Thanks again for a great class. I'm looking forward to staying in touch!

Best,

[Your Name]

Sample #2: Connecting with a Professional in Field of Interest

Hi [Contact's Name],

I hope you're doing well! I came across your profile and thought I'd reach out to connect. I'm currently a student at [Your College/University] studying [Your Major or Area of Interest] and really admire your work in [Industry/Field]. I'd love to add you to my network and stay in touch as I start exploring career paths in this field.

Thanks so much. I'm looking forward to connecting!

Best,

[Your Name]

Schedule an informational Meeting:

What is it?

- A brief conversation with a professional in a field of interest to you.

Why schedule them?

- These meetings are informal and provide an opportunity to learn more about the day-to-day experiences of people working in your field.
- Build your network and create relationships that may pay dividends in the future.

Sample Email or LinkedIn Message Requesting an Informational Meeting or Phone Call

- This would be a message sent to an existing contact who you would like to talk to more about their experience and path to their career.
- This is a template. Be sure to make it personal and specific to you.
- Below the template, you will find a few questions to get your meeting started.

Sample Message:

Hi [Connection's Name],

I hope you're doing well! My name is [Your Name], and I'm currently a [Your Year, e.g., junior] studying [Your Major/Area of Interest] at [Your College/University]. I'm really interested in learning more about [Industry/Field/Specific Company or Role] and would love to hear about your experience and any advice you might have.

If you're available, would you be open to a brief 20-minute phone call? I'd greatly appreciate the chance to learn from your insights.

Thank you so much for considering, and I look forward to connecting!

Best,

[Your Name]

Sample Questions to Ask at an Informational Meeting:

1. How did you find your current position?
2. Did you end up following the path you expected when you were in college?
3. What do you wish you'd know when you were in college?
4. What is a typical day like in your job?
5. What do you like most / least about this career?
6. What are current job prospects like?
7. What are employers looking for in this career (skills, education, experience)?
8. Could you share the name/contact for someone else you recommend I talk to?