

Connections Message Templates on LinkedIn

1. Mutual Connection

Dear {First Name},

Jane Smith suggested that I contact you to chat about your work at {XYZ company}. I have heard such positive reviews of your company and I am very interested in applying for a position as a {fill in position} there or at a similar organization. I am a {fill in position} with solid skills in {fill in skill areas}.

I wondered if you might have time to talk briefly about what it's like to work at {XYZ}? I'd love to take you out for coffee sometime next week if you're available.

I'm attaching my resume for your review. I look forward to hearing from you!

Sincerely,

{Your Name}

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2. Referral

Dear <insert friend's name>,

Recently, I made the decision to begin looking for a new career opportunity. It's been a great <insert number of years> working at <insert company name> as their <insert job title>. I'm looking for a new company to challenge me and grow my skill set in <insert skill name>, <insert skill name>, and <insert skill name>.

I'm focusing my job search on three different companies in the <insert city name> metro area for a career opportunity as an <insert job title>, <insert job title> or <insert job title>. I would appreciate your help by providing a direct introduction by email or phone to anyone you know who works at any of the companies listed below.

Name of company #1

Name of company #2

Name of company #3

Please include my LinkedIn Profile in your introduction <insert LinkedIn Profile link> and a short introduction about me that includes my <xx> years of experience in the fields of <insert skill name> and <insert skill name> and that I'm interested in a job opportunity as a <insert job title>.

Thank you so much for your assistance. Let me know how I can help you.

<insert name>

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3. Application Follow Up to a Recruiter or Hiring Manager

Dear <insert recruiter name>,

I recently applied for a job opening at <insert company name> for the position of <insert position name> on your online career site. The position fits perfectly with my experience in <insert experience>, <insert experience> and <insert experience>. You can learn more about me by viewing my LinkedIn Profile <insert LinkedIn Profile url>.

I recently followed you on <insert social media site> and appreciated the valuable resources you are providing for job seekers and the way you interact with candidates. I'm a fan of <insert sports team, type of animal or other interest> too.

I'd love to set up a time to schedule a call and talk about the position and my experience. I have some availability on <insert days> next week from <insert time span with time zone>. You can email me at <insert your email address> or by phone at <insert phone number>. I look forward to scheduling some time with you.

Sincerely,

<insert your name>