

Julie L Bartimus Career Consulting

[Bartimuscareerconsulting.com](http://Bartimuscareerconsulting.com)

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## Networking Correspondence

Communications should be kept short, professional and focused.

### Networking Request

*(NOTE: Could be a voicemail message, an e-mail message, or message on a social networking site.)*

Hello my name is \_\_\_\_\_. I recently graduated from the [INSERT NAME OF COLLEGE] with a major in Marketing and am exploring opportunities in marketing within the financial industry.

I found your name through the university's alumni directory and am interested in talking with you about your position as a Marketing Manager with Big Financial Company and trends you are seeing in the industry. I would also be interested in hearing your opinion on how your [COLLEGE] degree in marketing helped prepare you for your career.

I would appreciate the opportunity to talk with you in person and will call you in the next week to set up a time that is convenient for you. I would only need 15-20 minutes of your time. You can also call or email me directly at \_\_\_\_\_ or \_\_\_\_\_.

### Referral Follow-up

From: Thomas Technick

To: Sam Alumnus, Manager EFG Corporation

Subject: Request for information, referred by Jane Alumna

Dear Sam:

I was recently talking with Jane Alumna, EFG Corporation Associate, about her experiences with EFG Corporation and her career in IT. She suggested I talk with you to get a higher-level perspective of IT. I recently graduated from the [INSERT COLLEGE NAME HERE] with a major in Computer Science and am exploring opportunities in IT consulting with the goal of further developing my skills.

I am interested in talking with you more about your position as a Chief Technology Officer with EFG and trends you are seeing in the industry. I would appreciate the opportunity to talk with you in person and will call you in the next week to set up a time that is convenient for you. I would only need about 20-30 minutes of your time. You can also call or email me directly.

Sincerely,

Thomas Technick

217-333-5555

ttech@gmail.com

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Connection Request - Name found through LinkedIn

*(NOTE: Avoid using the default messages in social networking sites whenever possible.)*

*(NOTE: When requesting introductions, you can use a similar message. In an introduction request, the following message to the target connection would be preceded by the request for the introduction.)*

Dear Stan:

I recently graduated from the [INSERT COLLEGE NAME HERE] with a major in Marketing and am exploring opportunities and connections in marketing within the financial industry. I found the background you described in your LinkedIn profile very interesting.

If you ever have 20 or so minutes, I would be curious to talk with you about your position as a Marketing Manager with Big Financial Company and the trends you are seeing in the industry.

Sincerely,  
Stacey Networker

Networking Letter - Event Follow-up

*(NOTE: Could be a voicemail message, an e-mail message, or message on a social networking site)*

From: Luke Looking  
To: Judith Graduate, Manager, XYZ Corporation  
Subject: Great to meet you at networking event

Dear Judith:

I enjoyed meeting you at last Friday's networking event and appreciated your comments about the field of Healthcare. Along with my recent work experience, I have been reading about the trends in that industry. Our discussion matched up with what I have been hearing from other sources.

I am interested in talking with you more about your career in Healthcare and your work with XYZ. I would also be interested in hearing your opinion on what part of your degree best prepared you for your career.

As promised, my resume is attached. I would appreciate the opportunity to talk with you again and will call you in the next week to set up a time that is convenient for you. I would only need 20-30 minutes of your time. You can also call or email me directly.

Sincerely,  
Luke Looking  
773-564-1234  
[LukeLooking@gmail.com](mailto:LukeLooking@gmail.com)