

Linkedin Templates

Talking to a Recruiter:

Hi [Insert Name],

My name is [Your Name] and I am a [year in college] at [insert university]. I am currently looking for [role] at [company]. [insert a question or a specific statement: questions about the position, questions about the recruiting process, questions about eligibility, etc.] I would love to connect and talk more. Thank you!

Asking for a Company Referral:

Hi [Insert Name],

I hope this message finds you well!

My name is [Your Name], and we met [time period] through a [friend, event, etc]. [Brief description of what you talked about or what stood out to you about the event.]

I noticed that [their company] is hiring for a [job title], and I believe that my experience in [industry] and my academic background in [field] would make me an ideal candidate for the role.

If you feel comfortable doing so, would you be willing to recommend me to the hiring manager? I've attached copies of my resume and cover letter below to provide you with more information on my background.

Thank you for your time and consideration.

Warm regards,
[Your Name]

Getting a Mentor:

Hi [Insert Name],

I hope this message finds you well!

My name is [Your Name] and I am a [year in school] student at [university] studying [major]. Your experience in [industry] really stood out to me, especially [specific detail about their career]. As a student hoping to pursue a similar career path, I was hoping you would be willing to share some wisdom with me about how to succeed in the industry. Are you available to meet over Zoom sometime in the next week?

Thank you,
[Your Name]