

# Networking Script Templates



## Phone call (referral)

Hi! My name is \_\_\_\_\_. I'm a \_\_\_\_\_ (year in school) at Southwestern University majoring in \_\_\_\_\_.

\_\_\_\_\_ (referral source, e.g. name, Career Services, Alumni Relations) suggested I contact you. I'm doing research about careers in \_\_\_\_\_ (industry) [or "with \_\_\_\_\_ (name of employer)"].

Do you have a few minutes?

Would you consider scheduling a time to talk for 20-30 minutes via phone (or "in person" if feasible geographically)?

I would greatly appreciate the opportunity to pick your brain and get your personal insight into \_\_\_\_\_ (name of industry or employer).

Hearing about your career path, your daily activities and any advice you might have for a person interested in \_\_\_\_\_ (employer) and/or \_\_\_\_\_ (industry) would be great.

## Phone call (cold call)

Hi! My name is \_\_\_\_\_. I'm a \_\_\_\_\_ (year in school) at Southwestern University majoring in \_\_\_\_\_.

I came across your name as I was researching \_\_\_\_\_ (organization or industry) \_\_\_\_\_ (where you found it; e.g. "online" or "in \_\_\_\_\_ (name of publication)).

Do you have a few minutes?

Would you consider scheduling a time to talk for 20-30 minutes via phone (or "in person" if feasible geographically)?

I would greatly appreciate the opportunity to pick your brain and get your personal insight into \_\_\_\_\_ (name of industry or employer).

Hearing about your career path, your daily activities and any advice you might have for a person interested in \_\_\_\_\_ (employer) and/or \_\_\_\_\_ (industry) would be great.

## Email (referral)

Dear \_\_\_\_\_,

My name is \_\_\_\_\_, and I'm a student at Southwestern University. I'm a \_\_\_\_\_ (year in school) majoring in \_\_\_\_\_. I'm doing research about careers in \_\_\_\_\_ (industry).

\_\_\_\_\_ (name of referrer; could be "SU Career Services" or "SU Alumni Relations") referred me to you as a possible source of information.

I hope you will consider sharing some information about your experience, such as how your got started, what your typical day is like and what advice you'd give to someone interested in getting involved in your field.

If you would consider corresponding via email or setting up a 20-30 minute phone or in-person conversation, I would greatly appreciate it.

I look forward to hearing from you.

Sincerely,

(Name, phone, email)

## Email (cold call)

Dear \_\_\_\_\_,

My name is \_\_\_\_\_, and I'm a student at Southwestern University. I'm a \_\_\_\_\_ (year in school) majoring in \_\_\_\_\_.

After researching \_\_\_\_\_ (name of industry/organization) via (source, e.g. the Internet, the SU Career Services Resource Center, etc.), I'm very interested in learning more about your position [and/or \_\_\_\_\_ (name of employer)].

I hope you will consider sharing some information about your experience, such as how your got started, what your typical day is like and what advice you'd give to someone interested in getting involved in your field.

If you would consider corresponding via email or setting up a 20-30 minute phone or in-person conversation, I would greatly appreciate it.

I look forward to hearing from you.

Sincerely,

(Name, phone, email)