

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)