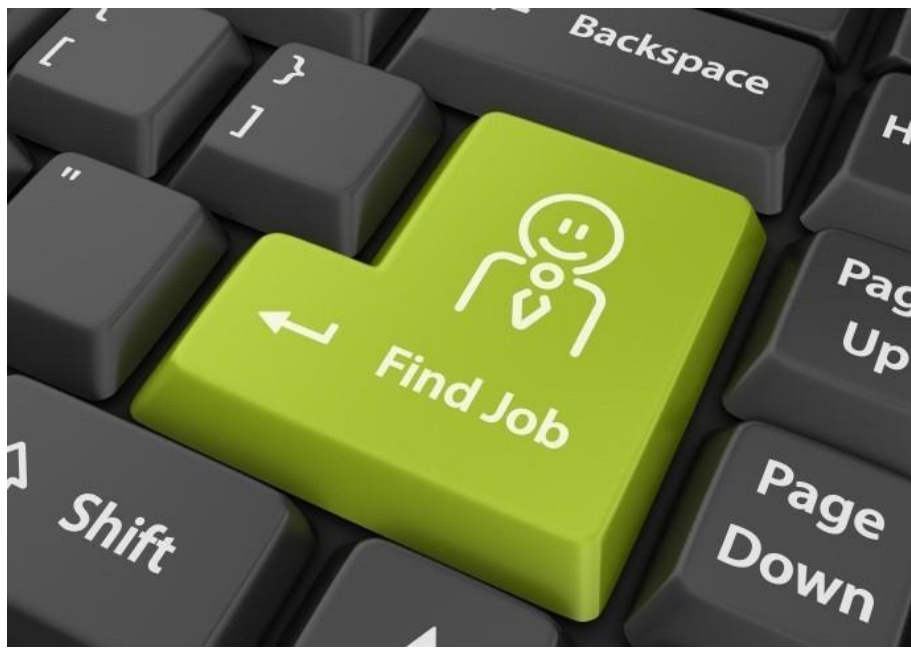




REACH OUT & GET HIRED



*A Template for Every Phase of
Your Job-Search*

Table of Contents

Tell Friends That You're Looking for a New Job _____	3
Tell Relevant Contacts Individually That You're Looking for a New Job _____	4
Request an Introduction _____	5
Introduce Yourself to Someone New _____	6
Thank a Contact for Their Help _____	6
Request a Reference _____	7
Set Up Informational Interviews _____	8
Send a Thank-You Note to Every Informational Interviewee _____	8
Sending a Cold Email to a Company of Interest _____	9
Submit a Job Application _____	13
Inquire About the Status of Your Application _____	13
Send a Thank-You Note Following Your Interview _____	14
Check on the Status of Your Interview (When You Know the Hiring Timeline) _____	16
Check on the Status of Your Interview (When You Don't Know the Hiring Timeline) _____	16
How to Respond If You Don't Get the Job _____	17

THINGS TO REMEMBER:

These are templates. They aren't going to fit your situation exactly, so don't hesitate to change sections as needed.

We kept the language intentionally straightforward and professional. That being said, you should adjust depending on how well you know the person and/or the industry. Some industries value a conversational tone. Feel free to add a touch of personality when it makes sense!

Tell Friends That You're Looking For A New Job

I hope this email finds you well!

As some of you may know, I recently decided to [NEW DIRECTION: a few words about switching jobs/fields/industries] to work with [DESCRIPTION: type of companies and/or people you're hoping to work with].

As I dive into my job search across the country [or SPECIFIC LOCATION], I'd love it if you could keep your eyes open for people I should connect with and/or positions that might be a fit for me. Below is a bit about my background and what I'm looking for, and you can view my full resume on LinkedIn [INSERT LINK]. These are just a few of my ideal scenarios, but if you come across anything related, please keep me in mind!

MY BACKGROUND

[Note: Include 2-3 bullets, being as specific as possible about the number of years you've worked, your impact, high-profile accomplishments or companies, etc.]

- *As a [PERSONAL CAREER/JOB DESCRIPTION], my experience spans [JOBS/INDUSTRIES].*
- *With over [NUMBER] years of experience in [CAREER/JOB KILLS], I'm looking to translate those skills into [NEW DIRECTION].*
- *My biggest strengths are [LIST STRENGTHS].*
- *I would love to help an organization [CAREER GOALS/ASPIRATIONS].*

WHAT I'M LOOKING FOR

- *A full, part-time, or consulting position for [TYPE OF INDUSTRY, COMPANY, TEAM, AND/OR ENVIRONMENT].*
- *I work best in an environment where I can utilize [TYPES OF TASKS THAT FIT YOUR STRENGTHS].*
- *I definitely want to find a position that [LOCATION AND/OR ANY OTHER IMPORTANT FACTORS].*

Please feel free to forward this email to any contacts or companies that are hiring and would benefit from [FILL IN SOMETHING UNIQUE YOU BRING TO THE TABLE]. Thank you so much for taking the time to read this email and for keeping me on your radar!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Tell Relevant Contacts Individually That You're Looking For A New Job

Hi [NAME],

I hope all is well! [INCLUDE PERSONAL COMMENT: e.g., "I saw photos of the conference you held last month on Facebook—it looked like a fantastic event."]

I'm reaching out because I'm currently seeking a new position. As you know, I have been at [CURRENT/MOST RECENT EMPLOYER] for almost [NUMBER OF YEARS], but I'm ready for a new challenge in the [YOUR INDUSTRY] world.

I know that you used to do work for [COMPANY], which is on my short list of dream companies. Do you still have any contacts there and, if so, is there someone that might be willing to do an informational interview with me?

Any introductions you can make would be greatly appreciated.

In addition, if you hear of any job opportunities that might be a good fit, please send them my way. I've attached my resume for your reference; feel free to pass it along.

Thanks in advance for your help! Please keep me posted on how things are going and if there's anything I can do to return the favor.

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]



Request An Introduction

Hi [NAME],

We met briefly at the [INSERT EVENT, OCCASION, OR LOCATION] last [SPRING, SUMMER, FALL, OR WINTER], [DETAIL ON YOUR MEETING, e.g “during the round-table discussion.”]. To refresh your memory, I am changing careers, from [JOB TITLE OR INDUSTRY] to becoming a [JOB TITLE]. You were kind enough to give me advice on companies that might appreciate my background.

Since we last spoke, I’ve decided it would be helpful to get [INDUSTRY] experience. [DREAM COMPANY] is one of the companies I admire in the [INDUSTRY] world, and I noticed that you have a first-degree connection to [CONTACT], a [JOB TITLE] there.

Would you be willing to introduce me to [CONTACT]? If you feel uncomfortable making an introduction, absolutely no worries. Alternatively, I would appreciate any advice you have on how best to approach [CONTACT].

Any help you could provide would be greatly appreciated. Thank you, and I hope to hear from you soon!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]



Introduce Yourself To Someone New

Hi [NAME],

I hope you are doing well. We [OPTION A: are both in ASSOCIATION/ORGANIZATION/LINKEDIN GROUP] OR [OPTION B: we both know MUTUAL ACQUAINTANCE], so I figured I'd reach out to see if you're willing to help me with a career question.

[CONTACT] posted a description for a [JOB TITLE] opening at your company today on [JOB BOARD] that I am really interested in learning more about. Would you be able to introduce me to [CONTACT] so that I can speak directly to her about my interest and experience?

As [PERSONAL CAREER/JOB DESCRIPTION], my experience spans [JOBS/INDUSTRIES]. I have over [NUMBER] years of experience in [CAREER/JOB SKILLS], and I'm looking to translate those skills into [NEW DIRECTION]. I would love to help your organization [CAREER GOALS/ASPIRATIONS].

Please let me know if I can provide you with any other information. I appreciate your help and look forward to hearing from you!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Thank A Contact For Their Help

Hi [NAME],

Just wanted to thank you again for meeting with me earlier today. Our conversation was extremely valuable and I appreciate you taking the time. I'm definitely going to get in touch with [CONTACT] like you recommended. [ALT: I'm definitely going to look for positions in [INDUSTRY] like you recommended.]

I'll keep you in the loop, and of course, please let me know if there's anything I can do to return

the favor! All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Request A Reference

Hi [NAME],

I hope this note finds you well!

I am writing to see if you'd let me use you as a reference during my upcoming job search. Throughout my time working with you, I grew professionally, honed my [LIST A FEW SKILLS], and worked on projects that I'm extremely proud of. [PROJECT SUMMARY: if possible, expand on one particular project you worked on with this person.] I know you would be able to attest to my [CHARACTERISTIC, e.g. reliability, willingness to learn, dedication] and [QUALITY/SKILL, e.g. project management style, senior-level design skills].

[WORK HISTORY DETAILS: If you haven't worked with this person for a few years, it's best to update them on what you've been up to.]

Since we last worked together [ALT: As you know], I have been working at [COMPANY] on projects like [LIST A PROJECT OR INITIATIVE YOU WORKED ON]. I've seen great results such as [LIST ANY ACHIEVEMENTS, e.g. "grew our Pinterest following by 250%"]. I am excited to take my new skills and experiences with me as I transition into [POSITION OR INDUSTRY].

Thank you for your consideration. If you have any questions, please call me at [PHONE]. I look forward to hearing from you. All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Request A LinkedIn Recommendation

Hi [NAME],

I hope this message finds you well. [INCLUDE PERSONAL COMMENT: e.g., "It was great seeing you at the networking event last week!"]

As you may know, I am looking for a new position in [INDUSTRY] to continue to challenge myself and grow professionally. Since you were so pleased with my performance on [PROJECT] during my time at [COMPANY], I am hoping that you would be willing to write a LinkedIn recommendation about my [KNOWLEDGE, e.g. business, marketing] expertise that I can share with others.

Perhaps you could share briefly how [YOUR ACCOMPLISHMENT] helped the company [RESULTS]. If you have any questions, please let me know. Thanks in advance for helping me out!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Send A Thank-You Note To Every Informational Interviewee

Hi **[NAME]**,

*I so appreciate the time you took to speak with me earlier this week. Hearing about your experience—including the challenges you faced as an **[INSERT JOB]**—was extremely valuable.*

*I also really appreciate you connecting me with **[CONTACT NAME]**; I am talking to her next week. I hope you don't mind if I'm in touch periodically about my progress. Thank you again!*

All the best,
[YOUR NAME]
[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Submit A Job Application

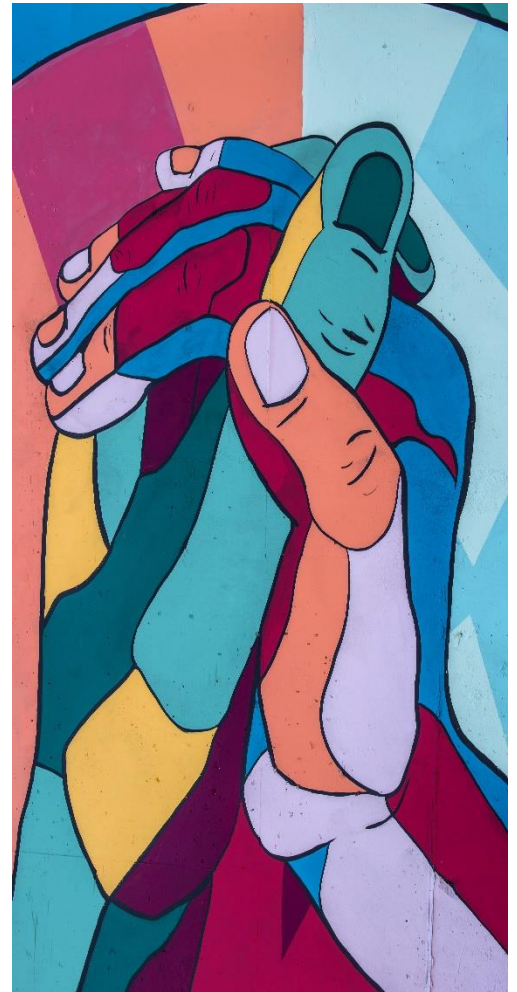
Dear **[MR. OR MS. NAME]**,

*My name is **[INSERT NAME]** and I recently applied online for the **[JOB TITLE]** position with **[INSERT COMPANY]**. I have also attached my resume and cover letter here for your review.*

*I believe that I am **[INCLUDE EXPLANATION: a few words on why you're interested or a good fit for the job]**, and I would love the opportunity to discuss the position with you further.*

If I can provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you!

All the best, **[YOUR NAME]**
[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]



REACHING OUT TO A COMPANY OF INTEREST: COLD “CALLING” (EMAILING)

Benefits of Cold Emailing:

Since technology and convenience are important, one of the best ways to reach people for jobs may be cold emailing. Here are some of the benefits of sending cold emails:

- **They reach an inbox that users frequently check.** Most professionals look at their email inbox multiple times a day. It is more likely that they are going to read your email instead of listening to a voicemail message.
- **They are persistent.** You may send follow-up emails along with your original cold email, but don't overdo it.
- **They are non-invasive.** Cold emails are non-invasive and can help the potential employer feel as though they have the space and option for how and when to respond.
- **Replying is quick and easy.** Recipients of your cold email can reply quickly and easily.

How to write a cold email for a job

Here are a few steps you can take to write a cold email for a job:

1. Identify the right person to contact. **DO YOUR RESEARCH!**
2. Tell them exactly why you are contacting them.
3. Start with a small request.
4. Personalize your message.
5. Follow up if necessary.

1. Identify the right person to contact

To identify the right person to contact at a company, *you have to do some thorough research*. Check the company website and/or their business social networking site. Companies typically list their senior-level employees on their websites and you may be able to locate their email addresses by looking up their business social media profiles.

Once you've landed on your ideal target, do a Google search on the person and see if you can locate a personal blog, social media accounts, or other relevant information that'll help you formulate a personalized cold email.

Note the format of the email address before the @, and *send your resume and cover letter to the Vice President* of the area you hope to work in (keep trying other email formats if your email bounces back)

Note: Include both the cover letter and resume in ONE pdf file (so both will be seen and can easily be forwarded or printed)

In my experience, most companies use one of four different email formats:

- FirstNameLastName@company.com
- First.Last@company.com
- FirstInitialLastName@company.com
- FirstName_LastName@company.com

2. Tell them exactly why you are contacting them

It is important to state who you are and your purpose early on in the email inquiry. The best way to do this is to be specific. Tell them who you are, where you work, how you got their information and why you are interested in the company. This may pique their interest and give them a reason to continue reading your cold email.

3. Start with a small request

Rather than asking for a job upfront in an email, ask about open positions in a follow-up email or at an arranged future meeting, like over coffee. Asking for too much can seem confrontational, so start slow and develop a relationship.

4. Personalize your message

You will likely increase your chances of getting a response if you personalize your message. Do this by using the recipient's name in the email and referencing some of their notable work you admire. This shows that you take a genuine interest in them, rather than just an interest in what they can do for you.

5. Follow up if necessary

If you receive no response a week (or 10-12 days) after you sent your email, then it is acceptable to send a short follow-up email. It is likely the person you are sending the message to is busy.

Tips for sending cold email job inquiries

Here are some general tips that will help you send cold emails with confidence:

- **Send your email at a convenient time.** It is best to avoid sending your email very late at night or early in the morning. The recipient is likely to see the time stamp and wonder why you are contacting them at a strange hour. Try to send the email on a weekday around mid-morning if possible.
- **Keep it short and simple.** The person you are contacting may not have time to read a long email, so try to keep it short and simple to make sure they read the whole thing and understand what you are requesting.
- **Proofread your email.** Pay attention to your grammar and spelling before you send the email to make sure your email is professional and displays your written-communication skills.
- **Note your shared interests.** Discuss some of the things that are interesting to you about the work the recipient does and how that connects you both. This helps to create rapport and increases your chances of getting a response.
- **Enhance your subject line.** *Your subject line should be appealing to get their attention.* People often ignore emails from unknown sources if the subject line contains little or no information or appeal.

“people are more likely to read emails with subject lines that create curiosity or provide utility. When people aren’t busy, they’re drawn in by subject lines that intrigue them. But when they’re busy, the emails that get read are the ones with practical subject lines.”

Do your best to craft a subject line that’s creative, short, and tells the reader why they should open and read your email.

- **Include your availability.** If you are asking the recipient to meet up with you, it is best to state your availability and let them choose the date and time that works best for them.

Cold Email Sample Subject Lines:

- If you luck out and have a common connection:
 - *"Anna, Mark Johnson recommended I reach out"*
- If you don't know the contact at all, but found and read some of their published work:
 - *"Ms. Connor, I loved your LinkedIn article on networking"*
- If you don't have much to go on at all, offer value:
 - *"Social Media Manager with Non-Profit Expertise Interested In Helping Your Team"*
- When all else fails, try a question:
 - *"Any advice for someone who loves the marketing work you're doing at Company X?"*
- If applying to a specific position and already completed online application, follow up with asking a question or making a statement that will press a button
 - Are You Getting Tired of that Big Stack of Resumes? #JobNumber or Name
 - Here is an Application for Your "A" List #JobNumber or Name

Cold Email Inquiry Template

Below is a template that may help you to create your own cold email inquiry:

Dear [NAME],

My name is [YOUR NAME] and I found your information on [HOW YOU FOUND THE INFORMATION]. I am currently seeking a new opportunity to sharpen my skills and gain experience in [SKILL] and [SKILL]. As of right now, I work for [COMPANY NAME] as a [POSITION], however, I am interested in applying for the open position of [POSITION] at your company. I think I could offer this organization [VALUE].

I'd love the opportunity to discuss the opportunity over [PHONE, COFFEE, EMAIL, ETC.]. I am available [YOUR AVAILABILITY].

Please let me know if you are available to discuss this position further. I am willing to work around your schedule.

Thank you for your consideration.

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Cold Email Examples

Here are a few situational examples in which a cold email could be sent to help you when you are writing your own cold email:

Example #1: When you need to email someone you don't know

Dear Mr. Robertson,

My name is David Peterson and I am interested in finding out more about the senior marketing executive position listed on your company website. Your assistant provided me with this email so I could get in touch with you.

I noticed that your company won the Best Marketing Agency award for three years in a row and your name was mentioned in an article regarding your commitment to empathetic leadership. I would love to meet with you because of our shared interest in leading teams to success with the utmost emotional intelligence.

I'd love to schedule a time to discuss my suitability for the senior marketing executive position within the next couple of weeks. I am willing to adapt to your availability, of course. I will follow up with you next week if I haven't received a reply from you before then.

Sincerely,

David Peterson

Example #2: When you want an informational interview

Dear Candace Barnaby,

My name is Elizabeth York. I'm a 2017 graduate from New Town University. I came across your name on the alumni website and I followed the links to your published research. I especially enjoyed the article regarding the way our body metabolizes medications.

If possible, I'd be very interested in meeting for 20-30 minutes over coffee to discuss your career and whether there may be any upcoming opportunities with your company. I currently work for Hope Teaches Research Hospital, but many individuals in my network work in the pharmaceutical research industry. These colleagues have told me how they have made a difference and I hope to do the same in the research assistant position available at your company.

Would it be possible for us to meet soon? I have a flexible schedule and can meet at a date and time that is convenient for you.

I look forward to your response.

Sincerely,

Elizabeth York

Inquire About The Status Of Your Application

Hi [MR. OR MS. NAME],

I recently applied for your [JOB TITLE] position, and I would like to reiterate my strong interest in the role. [THE WHY: Explain one or two reasons why you're a great candidate]. I believe that my experience makes me a great match, and I'd love to discuss the role further with you when you're ready to begin scheduling interviews.

If I can provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you.

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

The After-Interview Thank You Template You Need Today

Sending a thank-you note after the interview can really set you apart from other candidates. And you know what else? It's just plain good manners to say thank you.

WHAT TO SAY IN A STELLAR POST-INTERVIEW THANK YOU NOTE

Avoid only going through the motions, because employers will see right through a generic note. Instead, tailor your message to the specific interviewer and company using a flexible format like so:

The 5-Part Thank You Template

- How much you appreciated the meeting (the “thank you” part!)
- Something specific about the interview or items discussed
- Why you are excited about this opportunity
- A brief explanation of why you'd be a good fit for the job
- Next steps and your contact information

WHEN TO SEND A POST-INTERVIEW THANK YOU NOTE

Send it immediately, ASAP!

Make sure to send the note (via email) within 24 hours—and be sure to send one to *everyone* you interviewed with, not just the hiring manager. Even if you interview on a Friday afternoon—maybe especially if you interview on a Friday afternoon, make sure to send that thank-you email before starting your weekend activities.

This really shows the hiring manager that you appreciate the time she took, her thoughtfully-prepared interview questions, and the job at hand.

Send A Thank-You Note Following Your Interview

Hi *[MR. OR MS. NAME]*,

Thank you again for taking the time to speak with me on *[DATE]* about the *[JOB TITLE]* position, and for giving me additional insight into the responsibilities and day-to-day duties involved. After speaking with you, I am even more enthusiastic about the role. I would be thrilled to use my *[insert a skill or two that you discussed in your interview, such as "editorial skills and background research and interviewing"]* to benefit *[company name]* and your goals, including the work you're doing on *[insert a specific example of a project or work your interviewer mentioned, such as "expanding into video and other multimedia content"]*.

[OPTIONAL SUPPLEMENTAL INFORMATION: See below.]

Please don't hesitate to reach out if you have additional questions for me! I look forward to having another conversation with you soon.

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

SUPPLEMENTAL INFO

Add information not covered in the interview:

- After reflecting on our conversation, I realized that we did not discuss the area of *[INSERT ADDITIONAL INFORMATION]*.

Cover information presented unsatisfactorily in the interview:

- After reflecting on our conversation, I feel that I did not accurately answer your question about *[INSERT INTERVIEW QUESTION]*. I may have conveyed hesitancy about *[INSERT TOPIC]*. Your later explanations and descriptions of the job revealed to me the fact that *[INSERT UPDATED RESPONSE]*.



BONUS: A THANK YOU NOTE TEMPLATE FOR AFTER A SECOND INTERVIEW

We get this question often, so I wanted to cover it here as well: when you're asked in for a follow-up interview, you *should* send another thank you note via email (again, within 24 hours). Send it to everyone who is involved. Really, the process doesn't vary too much from the first interview thank you note, except that you'll want to make it shorter. One trick I love is to expand on a topic you covered with your interviewer in your second meeting.

Here's a template:

Hi [INTERVIEWER(S) NAME(S)],

It was a pleasure speaking with you again today about the [POSITION]. I loved hearing more about [a project or goal that came up in your latest interview]—and can't wait to potentially help your team on it! As always, please let me know if you have any questions or if I can send any additional information your way. I'm looking forward to moving forward in this process!

Best Regards,

[YOUR NAME]

[EMAIL] | [PHONE]

Simple enough, right? If you don't hear back right away, that's OK—wait about 5-7 days before following up (you can reply to your original thank you note) and expressing interest one more time.



Check On The Status Of Your Interview (When You Know The Hiring Timeline)

Note: It's always a good idea to ask for a timeline at the end of your interview!

Hi **[NAME]**,

I hope all is well with you!

*I'm writing to check in with you because you mentioned earlier that you would be moving forward on the **[JOB TITLE]** position by the end of the month.*

As you know, I'm very interested in the role—even more so after our last conversation, and would love to know what your timeline looks like moving forward.

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

Inquire About The Status Of Your Application

Hi **[NAME]**,

*Thank you again for the opportunity to interview for the **[JOB TITLE]** position at **[COMPANY]**. It was wonderful to learn more about the role, and I remain very interested in the position.*

I wanted to quickly circle back to see if you had a timeline you could share for the next steps in the hiring process? I look forward to hearing from you!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

How to Respond If You Don't Get the Job

There are certain emails that are just hard. Replying to a rejection email, especially when you've obsessively fought for the role, is probably one of the hardest. And yet, you must do it, especially if you'd like to be remembered for future roles.

Here's a handful of templates to help you through that final correspondence. There's a basic template you can use any and every time, plus one for asking for feedback (**we suggest you do**). And because we recommend researching and targeting dream companies, not just jobs (after all, you want to find a company where you can evolve and succeed long-term), we've included a template for asking a hiring manager to keep you in mind for future opportunities as well.

Bare Bones Response:

Hi [Name],

Thank you so much for giving me the opportunity to be considered for the position. I enjoyed learning more about the role and your experience at [X company]. I was so impressed by the company culture and [Insert something specific here about the company/role that you discussed in the interview].

I will continue to check for future openings. Thank you again for your time and consideration. I wish you the best of luck with the rest of the hiring process.

Best,

[Your Name]

HIGHLY RECOMMENDED! Add This If You Want Feedback

Would you be able to share what I could have done to present myself as a better candidate for the role? I'd like to be continually improving and would be so appreciative of any feedback you can provide.



2. What to Say If You Still Want a Job at the Company

Hi [NAME],

Thank you so much for giving me the opportunity to be considered for the position. I enjoyed learning more about the role and your experience at [X company]. I was so impressed by the company culture and [Insert something specific here about the company/role that you discussed in the interview].

Especially after going through the interview process, I'm more interested than ever about potentially joining the team at [Company]. Would you be able to share what I could have done to present myself as a better candidate for the role?

I'd like to improve as a candidate in general, but I would also love it if you would consider me for future openings. I'll continue to check for new opportunities on your team. If I find another position I feel might be a great fit, may I contact you about applying again?

Thank you again for your time and consideration. I wish you the best of luck with the rest of the hiring process!

Best,

[Your Name]

3. What to Say After You Receive Feedback

Hi [Name],

Thank you so much for taking the time to give me feedback about my performance during the interview process. I can't express how much your insight helps. And again, thank you for considering me for the [job title] role—I hope you find the ideal candidate soon!

Best,

[Your Name]