

## Professional Outreach Examples

When reaching out to individuals to expand our professional network it is important that we communicate effectively. Below are some examples of how to begin your conversations via LinkedIn message and email.

### **LinkedIn Message Example:**

“Hello X, my name is Sam. I am studying X at the University of Nebraska at Omaha. I am interested in pursuing a career in X (or “I’m interested in the work being done in your organization”) and wondered if you would have time to discuss your experience in the field. If possible, I would like to schedule a time to chat and ask you a few questions about your experience to see if X is the right career path for me (or “to see if your company might be a good fit for my skills”). I know you are busy, and I do not want to take too much of your time, so please let me know when would be a convenient time for you and how best to contact you for this conversation. Looking forward to our chatting with you. Best, Sam”

### **Things to Remember:**

- LinkedIn limits your characters in messages, so you want to be friendly and concise.
- The point of this conversations is not to ask for a job; it is to expand your professional network and gain insights to the career path you have in mind. Once a conversation has been had and a connection has been made, you can inquire about opportunities within their company.

### **Email Message Example:**

“Hello X, my name is Sam. I am studying X at the University of Nebraska at Omaha. I am interested in pursuing a career in X (or “I’m interested in the work being done in your

organization”) and wondered if you would have time to discuss your experience in the field. I have some questions and wondered if you would be willing to answer them and share some of your experiences. I am interested in pursuing a career (or internship) in X but wanted some first-hand information from someone in the field before making any decisions. If it is convenient for you, I can email you some of the questions I have, or I would be happy to contact you via phone or Zoom if that is easier. Please let me know what works best for you, I look forward to chatting with you. Best, Sam.”

**Things to Remember:**

- Email does not limit your characters so make sure your email is not too wordy. We just want to make the initial connections with this individual.
- The point of this conversations is not to ask for a job; it is to expand your professional network and gain insights to the career path you have in mind. Once a conversation has been had and a connection has been made, you can inquire about opportunities within their company.