**JULIAN’S ELEVATOR PITCH SAMPLE**

“Hi, my name is Julian and I’m a recent graduate from Babson College where I received my Bachelor of Science in Business Administration. After taking data analytics classes throughout college, I grew more interested in pursuing careers within the intersection between business and technology. I interned at IBM the summer after my junior year and I am currently working as a Product Manager for IBM’s Enterprise Performance Management team. Outside of work, I like playing guitar and practicing karate. In my free time, I also write articles for data analytics leaders like yourself on my LinkedIn profile, and I think you’d be interested in them. Let’s connect!”

**SAMPLE NETWORKING EMAIL OUTREACH TEMPLATE**

Subject Example for Students Reaching out to Alumni: (Name of School) (Name of Major) Student: (Your Name and Year of Graduation)

Ex: “Babson Marketing Student: Julian Parra ‘20”

Subject Example for Professionals: “Interested in Learning More about (xyz); “Fellow (insert similar interest) who would love to connect”

Hi (name),

I hope this email finds you well. My name is (your name) and I am (introduce yourself briefly - ex: current student at X University or current analyst at Company Y). I found your name through LinkedIn and saw that you were (find common ground - ex: alum from your school, same organizations, etc.). I am reaching out because I am interested in pursuing a career in (name of career), and see that you work as (current role) at (current company).

I would greatly appreciate the opportunity to speak with you over the phone and hear more about your experience with (current company). For your convenience, I have attached my resume below to give you more context on my background. Please let me know if you have availability over the next couple of weeks. I can be reached at (phone number).

Thank you for your time.

Sincerely,

(your name)

**LINKEDIN PERSONALIZED INVITE FOR PROFESSIONAL IN THAT SIMILAR POSITION TEMPLATE**

Hi (name), hope all is well! I’m a current student at (school). I saw that you currently work at (xyz), and would truly appreciate the opportunity to connect with you and learn more about your career development journey. Let me know if you’re free for a quick chat over the next couple of days. Thank you!

**LINKEDIN PERSONALIZED INVITE FOR RECRUITER TEMPLATE**

“I know you must receive a lot of messages being a recruiter. I’m thinking of applying to xyz and was wondering if you could share any insight with me about the role, company culture, and challenges that new hires face and ways they overcome those challenges. Or, who would be the best person for these kinds of questions? Any feedback would be much appreciated.”

OR “I read your recent article on xyz and was wondering your advice on abc part…” or “I saw that you recruit for this position and I’d love to learn more about what the job market is like if you’re free for a quick chat.”

**QUESTIONS TO ASK DURING A NETWORKING CALL OR INFORMATIONAL INTERVIEW**

* What do you enjoy most about working in the role you’re in?
* What advice do you have for someone trying to break into this field?
* What are some projects you’re working on?
* What challenges did you face when starting your role and how did you overcome them?
* What did you wish you had known about your position or industry before you started?
* What do you think are the main qualities and skills a person should have in order to succeed in this role?
* Are there any classes or organizations you recommend I should take advantage of if I want to pursue a career in this field?
* \*If they made a career change - why did you go from (previous career) to (current career)?
* Favorite/least favorite aspects about your job?
* What are some current trends that you’re noticing in your industry that you think will affect your line of work?
* How has COVID-19 affected your line of work or your industry?
* What advice would you give to someone/your younger self about excelling in this career?
* Is it okay if I reach back out to you if I have additional questions?
* Who else do you recommend I speak with?
* \*if they graduated from the same college as you - how has your experience at (name of college) allowed you to excel in this current role?

**SAMPLE FOLLOW UP EMAIL**

Hi (name),

Hope you’ve been well since the last time we’ve spoked!

I wanted to reach back out to thank you again for your advice on (insert advice that person gave you and specific instances in which you applied that advice or feedback). To further give you a quick update: (insert very brief update on where you are at in your life/job search).

I’m also attaching the following article I was reading that I thought you would be interested in given our last conversation - it made me think about (insert key takeaway or insight from previous conversation).

As I solidified my interest in working in this industry, I had a couple of follow up questions regarding (insert types of questions you want to ask), and was wondering if you would be free to hop on another quick phone chat over the next couple of days. I am most free (insert dates and times in which you’re free). Please let me know if any of these times work best for you. I can be reached at (phone number).

Thank you for your time.

Sincerely,

(your name)