

LinkedIn DM Template (Haven't Met)

Version A — applied already

Hi [Name] — hope your week's going well.

I just applied for [Role Title] at [Company] and noticed your background in [Team/Function]. I'd love to ask a couple quick questions about [team/role/process] and what tends to make candidates stand out.

Would you be open to a 10–15 min chat next week? I'm free [Day/Time Window 1] or [Day/Time Window 2].

Thanks,
[Your Name] | [School/Major]

Version B — haven't applied yet

Hi [Name] — hope your week's going well.

I'm exploring [Company] and your work in [Team/Area] stood out. I'd love to learn what the day-to-day looks like and the best way to position myself for [Role/Program].

Are you open to having a 10–15 min chat? I'm free [Window 1] or [Window 2].

Thanks,
[Your Name]

LinkedIn DM Template (Already Met)

Hi [Name] — great meeting you at [Event]!

I loved your point about [specific takeaway], it got me thinking about [your next step/interest]. I applied to [Role Title] at [Company] and would love to hear any advice on [team/process/skills to emphasize].

Would you be open to a quick 15 min coffee/chat? I'm free [Window 1] or [Window 2].

Thanks again,
[Your Name]

Email Template (Haven't met)

Hi [Name],

My name is [Your Name], and I'm a [Year] at [School] studying [Major]. I'm reaching out because I'm very interested in [Company], specifically [Team/Area], and your background in [Their Team/Function] stood out to me.

I recently applied for the **[Role Title]** role and would love to ask **2–3 quick questions** about your experience and how candidates can best position themselves (skills/projects that matter most, and what the interview process typically looks like).

Would you be open to a **15-minute** call or coffee next week? I'm available **[Window 1]** or **[Window 2]**, and I'm happy to work around your schedule.

Thank you for your time,
[Your Name]
[School | Major | Grad Year]
[Phone] | [LinkedIn URL]

Email Template (Follow-up after connecting)

Subject options (choose one):

- Quick chat re: [Company] + [Role Title]
- Following up: [Company] / [Role Title]
- Great connecting: quick question about [Team/Role]

Hi [Name],

It was great connecting with you on LinkedIn. I recently applied for [Role Title] at [Company] and I'm very interested in [Team/Area].

If you're open to it, I'd love to ask 2–3 quick questions about your experience and any advice on positioning myself for the role (what skills/projects matter most, and how the interview process typically works).

Could we do a 15-minute call or coffee next week? I'm available [Window 1] or [Window 2], but I'm happy to work around your schedule.

Thank you,
[Same signature]