

Template: How to reach out to someone you don't know

Example:

Hi Stacy,

Good to connect with you on LinkedIn! I'm on a quest for my dream job and the role of Project Manager really excites me. I came across your profile while doing some research on Project Managers, and I noticed you're a Project Manager in the Chicago area. I also noticed you have over 5 years working in the industry. I would love to speak with you and get your expertise and insight into the role and industry.

I'd love to ask you a few questions about your experience at Fake Company, Inc. .

Would you be available for a quick 15-min chat over coffee this Wednesday at 10am? I'm free on Thursday and Friday as well, and I'm pretty flexible with time and location.

Thank you for your time!

Sincerely,

Claudia

LinkedIn Profile: (hyperlink)

P.S. I'm sure you're busy, so if it's easier for you, I'd be happy to send my questions via email. Thanks again!

Hi [Name],

Good to connect with you on LinkedIn! I'm on a quest for my dream job and the role of [Name of Role] really excites me. I came across your profile while doing some research on [Name of role], and I noticed you're a [name of Role] in the [name of area/city]. I would add something that makes them feel like an expert and not just another person. Ex. I noticed you have over 5 years as a [role].... I would love to speak with you and get your expertise and insight into the role.

I'd love to ask you a few questions about your experience at [Company name past or present]..

Would you be available for a quick 15-min chat over coffee this Wednesday at 10am? I'm free on Thursday and Friday as well, and I'm pretty flexible with time and location.

Thank you for your time!

Sincerely,

[Your Name]

LinkedIn Profile: (hyperlink)

P.S. I'm sure you're busy, so if it's easier for you, I'd be happy to send my questions via email. Thanks again!