

Message Templates for Networking Online

Purpose of Templates

The templates below are meant to help you get started in your networking. The templates were tailored for reaching out to UCSC alumni. However, you can customize these as needed and are not limited to be used only with UCSC alumni.

LinkedIn Connection Request Note

Hi **Their Name**! I'm **Your Name**, a fellow banana slug. I would like to connect and learn more about your **Industry Name** experience. Your insights would be greatly appreciated as I'm exploring this field.

LinkedIn Connection Accepted - Request Informational Meeting/Coffee Chat

Thank you for connecting with me. Would you be willing to chat with me for 30 minutes over Zoom about your **Position/Role** experience at **Organization Name**? If so, I can send my availability over email.

I am trying to learn more about **Position/Role** in the Bay Area, so your insights would be greatly appreciated.

Email - Request Informational Meeting/Coffee Chat (If not already messaged via LinkedIn)

Hi **Their Name**!

I'm **Your Name**, a fellow banana slug. Would you be willing to chat with me for 30 minutes over Zoom about your **Position/Role** experience at **Organization Name**?

I am trying to learn more about **Position/Role** in the Bay Area, so your insights would be greatly appreciated.

Best,
Your Name

Next Step: [☰ Informational Interview \(Coffee Chat\) Guide](#)