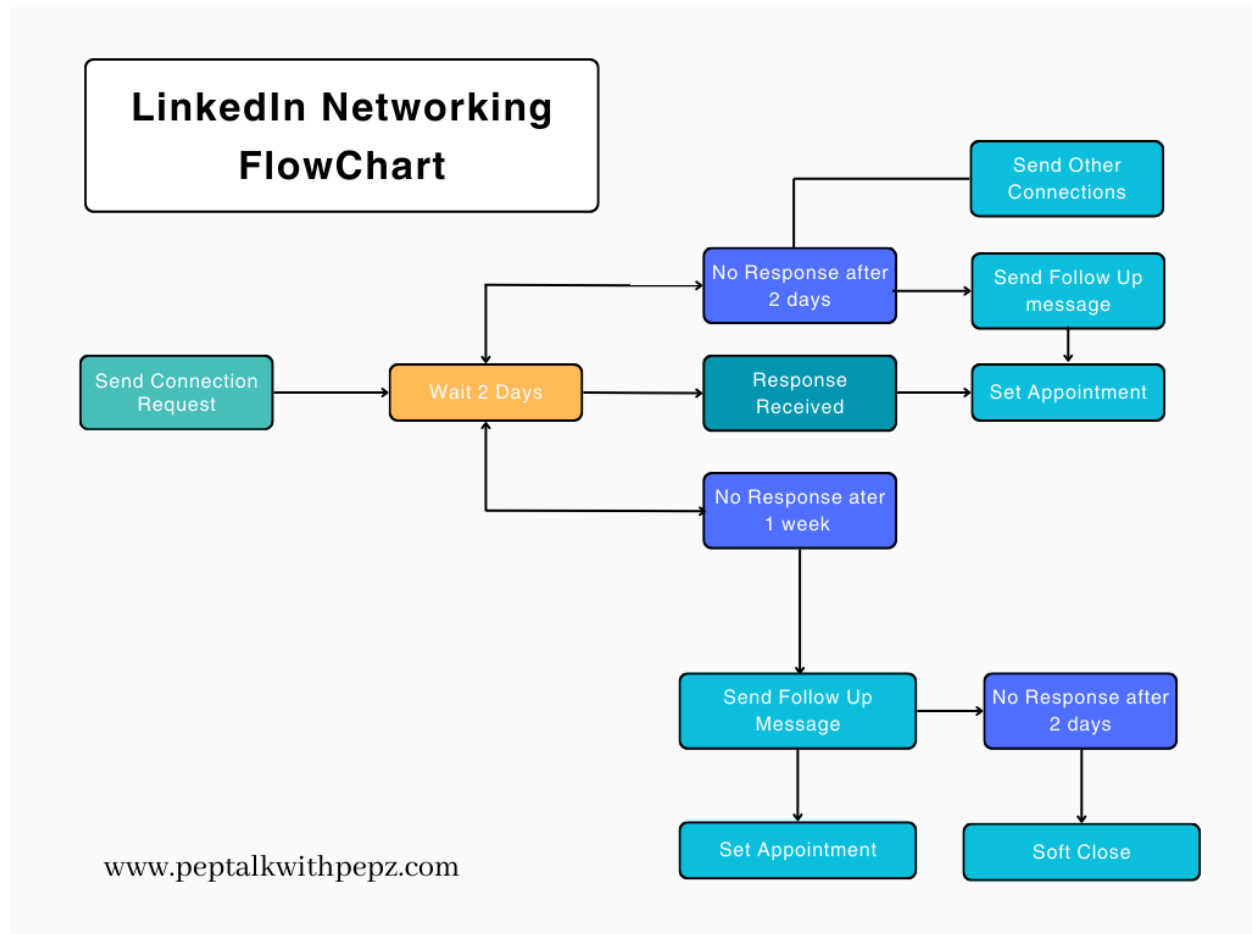




## LinkedIn Scripts from Pep Talk with Pepz



### **Cold Outreach: Making LinkedIn Connections & Following-Up (2-steps)**

#### **1st - Connection note for LinkedIn**

Option 1:

“Hi (Name), your experience at (Company) caught my eye. I’d love to connect and learn more about your journey. Best, (Your Name)”

Option 2:

“Hi (Name), I’m a current student at (University Name) and am curious about your job search experience after graduation. Let’s connect! Best, (Your Name)”

## **2nd - Outreach to an Industry-Experienced Professional:**

Hi (Name),

I found your experience as a (Job Role) at (Company) fascinating. I’m transitioning from a (Role/Background) to a focus on \_\_\_\_\_ (insert career field/job title). I’d appreciate your insights on what it takes to succeed in a \_\_\_\_\_ (insert career field/job title) role.

Would you have 15-20 minutes to chat in the next couple of weeks?

Thank you for your time!

Best,  
(Your Name)  
[LinkedIn]  
[/Portfolio]

## **2nd - Outreach to University Alumnus:**

Hi (Name),

I came across your profile while researching University alumni and noticed you also transitioned from a (Background) to (New Role). I’d love to hear about your experience and any advice you might have for someone following a similar path.

Would you have 15-20 minutes to chat in the next couple of weeks?

Thank you for your time!

Best,  
(Your Name)  
[LinkedIn]  
[/Portfolio]

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## **Warm Outreach: Other Message Scenarios**

### **Message to Industry Professionals in Your Network:**

Hi (Name),

It's been a while since we last spoke. Your advice on (specific advice) was invaluable and helped me (specific outcome). I'm excited to share that I've gained \_\_\_\_\_ (University & Course Name, certificate, or internship) and my portfolio is now live. The program was a great experience because (reason).

My resume is attached, and my portfolio can be viewed here: [Link]

I'd love any suggestions on improving my positioning or leads on open roles you might know of.

I hope you're staying safe and well!

Thanks,  
(Your Name)

**Message to a Person Referred by a Friend/Colleague:**

Hi (Name),

I was referred to you by (Friend's Name), who mentioned you'd be great to connect with regarding (Field) opportunities. I've attached my resume and included my portfolio link for your reference. Please let me know if you're available for a chat in the next couple of weeks.

Thank you,  
(Your Name)

**Asking for a Referral via Email:**

Hi (Name),

We recently connected on [LinkedIn/meetup/conference]. I'm transitioning from a (Background) to a focus on (New Field). I noticed a (Job Title) opening at your company and attached my resume. Would you be open to providing feedback on my fit for this role and possibly listing me as a referral?

Thank you for your time!

Best,  
(Your Name)  
[Email]  
[/Portfolio]  
[LinkedIn]

## **Outreach for Additional Information from Someone Met at an Event:**

Hi (Name),

I hope this note finds you well! We connected at (Event Name) and discussed (Topic). I noticed your company is hiring for a (Position) and am very interested. I'd love to learn more about the role before applying. If you have any insights or know someone who does, I'd greatly appreciate it.

Thank you,  
(Your Name)

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## **Messaging Recruiters**

### **Message to Recruiters in Your Network:**

Hi (Name),

It's been a while since we last spoke. Your advice on (specific advice) was incredibly helpful. I've recently completed the (University Name) program, and my portfolio is live. Since we last spoke, I have been able to accomplish and learn the following \_\_\_\_\_ (insert relevant skills and or accomplishments).

I wanted to share my resume and portfolio (insert link IN parentheses) with you.

I'd love to connect with you, to see what you are looking for and how maybe we could work together.

Thanks,  
(Your Name)

### **Reaching Out to a Recruiter Regarding Open Roles:**

Hello (Name),

How are you? I noticed your company is hiring for (Role) and wanted to share my resume and express my interest. If you're open to speaking, I'd love to learn more about what you're looking for and how I could best contribute to this role and the success of your team.

Looking forward to connecting!

Thank you,  
(Your Name)

### **Following Up with a Recruiter After Applying Online:**

Hi (Name),

How are you? I am sure you get a lot of these messages, but I wanted to personally connect with you. I recently applied for the (Title) position at (Company). I'd love to be considered for this role and have attached my resume for your reference. If you have time to chat this week or next, I'd love to learn more about how I could best contribute to this role and the success of the team.

Best,  
(Your Name)

200 CHARACTERS OR LESS

Hi NAME,

How are you?

I wanted to reach out as I just applied for the (Title) role at (Company). I'm very confident, it would be mutually beneficial. Would love to connect!

YOUR NAME

### **Reaching Out to an Agency Recruiter:**

Hello (Name),

How are you? I know your time is valuable, so I will do my best to keep this brief. I noticed openings at your firm for \_\_\_\_\_ (job title) and would love to connect. I am \_\_\_\_\_ (job title), with a background in \_\_\_\_\_ (industry), well versed in (insert two to three skills).

Could we schedule a quick call this week or next? For your ease, my resume is attached, including my contact information, LinkedIn, and /portfolio. Would love to connect to see if this opening would be mutually beneficial.

Looking forward to hearing from you!

Best,  
(Your Name)

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## **Thank You Notes**

### **Thank You Note After Interview:**

Hi (Name),

Thank you for meeting with me on (Day). I enjoyed our discussion about (Topic) and learning more about (Company). With my background and skills in \_\_\_\_\_ (field), I can see myself furthering the role by \_\_\_\_\_ and \_\_\_\_\_ (two ways you can advance the role). I'm excited about the opportunity to speak again. If there's any additional information you need, please let me know.

Thanks again,  
(Your Name)

### **Thank You Note to Recruiter After Onsite Interview**

Hi (Recruiter's Name),

Thank you for coordinating my interview with the (Team/Department). It was a great experience! I particularly enjoyed discussing \_\_\_\_\_ (specific highlight of the job/company) and how I could leverage my \_\_\_\_\_ (skills/background) to support the team.

If you would be willing to share the email addresses of (Interviewers' Names) so I can send them a thank you note, that would be greatly appreciated. No worries if not.

Thanks,  
(Your Name)

### **Responding to Rejection:**

Hi (Recruiter's Name/Hiring Manager),

Thank you for letting me know. While I'm disappointed, I enjoyed meeting you and learning about (Company). I would appreciate being kept in mind for future opportunities. If it's alright with you, would you mind if I drop you a line from time to time?

I'd love another chance to contribute to your team.

Thanks,  
(Your Name)

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## **Holiday Messages**

### **Email to Your Network During Thanksgiving Week:**

Hi (Name),

With Thanksgiving approaching, I want to express my gratitude for your support during my transition to (Role). Your advice on (specific advice) was invaluable. I've recently updated my resume and portfolio. If it would be alright, I would love to share it with you. No worries, if not.

I'd appreciate any suggestions on improving my skills or leads on open roles. Let me know if there's anything I can do for you.

Happy Thanksgiving!

(Your Name)  
[LinkedIn URL]

### **Email to Your Network During the Winter Holidays:**

Subject: Happy Holidays!

Hi (Name),

Wishing you and your loved ones a happy holiday season. I hope we can all find something to celebrate as we look forward to the new year. I'll be refining my (Field) skills in preparation for a fresh job search in (Year).

Cheers to a season filled with warmth and comfort!

(Your Name)  
[Portfolio Link]  
[LinkedIn URL]

### **Email to Your Network Over the New Year:**

Subject: Happy New Year!

Hi (Name),

Wishing you a Happy New Year filled with new adventures and accomplishments! Last year, I gained up-to-date (Field) skills through an intensive program, and I'm excited to start (Year) with a fresh job search.

If you know of any opportunities or connections in (Field), please let me know!

Cheers!

(Your Name)

[Portfolio Link]

[LinkedIn URL]

**Soft Close Message:**

Hi!

It seems like now might not be the best time for us to connect. If you're interested in chatting in the future, please feel free to reach out. Take care!

(Your Name)

[Portfolio Link]

[LinkedIn URL]