

Networking Message Samples

Adaptable messages for alumni, professors, and recruiters

Use a shared context and a clear reason for reaching out. LinkedIn offers connection invitations, following, and messaging options; availability depends on your connection and account. [1] Personalise each sample and use the invitation editor's current limits. The longer samples are follow-up messages, not connection notes.

Alumni connection note

Hi [Name], I'm a [subject] student at [University]. I noticed your work in [field] and would value connecting as I explore that career path.

Alumni follow-up after acceptance

Thank you for connecting, [Name]. I am exploring [role or field] and noticed your move from [relevant background] to [current area]. If you have time, what skill helped you most in your first role? A brief reply would be very helpful.

Request for a short alumni conversation

Thank you for your advice. Would you be open to a 15-minute conversation about starting in [field]? I would like to ask about [two specific topics]. I can work around your availability, and I understand if your schedule does not allow it.

Professor connection note

Dear Professor [Surname], I took your [course] in [term]. Your discussion of [topic] shaped my interest in [field]. I would appreciate staying connected here.

Professor advice request

Dear Professor [Surname], I am preparing for [internship search or further study] in [area]. In your course, I particularly enjoyed [specific project]. Could you suggest one skill or type of experience I should prioritise? Thank you for considering my question.

Professor recommendation enquiry

Dear Professor [Surname], would you feel comfortable writing a short LinkedIn recommendation based on my work in [course or project]? You observed my [specific contribution]. I can send a brief reminder of the work, and I understand if you are unable to do so.

Recruiter messages and follow-up

Recruiter connection note after an event

Hi [Name], thank you for speaking with me at [event]. I appreciated your advice about [topic]. I'm exploring [role type] and would like to stay connected.

Recruiter message about a specific vacancy

Hello [Name], I applied for [role and reference number] through [official application channel]. I am a [subject] graduate with experience in [relevant evidence]. The role's focus on [responsibility] interests me. Is there any additional information that would be useful for my application? Thank you, [Name].

Recruiter message when no vacancy is identified

Hello [Name], I am a [subject] graduate exploring entry-level [field] roles. Your team's work in [specific area] interests me. My relevant experience includes [short example]. Could you advise where your organisation advertises graduate opportunities? Thank you for your time.

Thank you - after advice or a conversation

Thank you for explaining [specific point]. I will act on your suggestion to [next step]. Your advice has helped me understand [learning]. I appreciate your time.

One polite follow up

Hello [Name], I am following up on my message about [specific topic]. If you have time, I would appreciate your perspective. I understand if you are unavailable. Thank you.

Use good judgment (They don't know you well and are doing you a favor)

- Verify the person's role and profile before reaching out. Mention a real connection or topic.
- Make one small request. Avoid sending a long life story, demanding a referral, or attaching an unsolicited large file.
- Allow time for a reply. As a suggested practice, follow up once after about a week if appropriate, then leave the conversation open.
- Apply through the stated channel; a recruiter message does not replace an application.
- Write courteously and follow through on any commitment you make. Do not trade endorsements or recommendations for access.