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InMail and Voice Mail Scripts for Informational Interviews

Your Message to a Person Introducing You:

Gary,

I'm interested in setting up an information interview with _name_, one of your connections on LinkedIn.

I would like to ask him about both his experience at (*Target Company*) and in the industry in general.

I would very much appreciate it if you would forward my message to Mr. Picone.

Thanks for your help,
Your name

For Professionals Getting Info Interviews:

Dear *Mr.Jones*,

I obtained your name through the (*name the common LinkedIn group or network*) on LinkedIn. I have been working at (*name last position*) and I am in the process of making a career transition.

It would be helpful for me to ask you questions about your experiences as an (*name role*) for (*target company*).I promise not to take more than 15 minutes of your time.

I am not expecting to discuss a particular employment position but I would appreciate being able to talk with you on an informational basis.

What is the best way to reach you this week? I have Thursday at 9 and Friday at 2pm available. I thank you in advance.

Regards,
Your name

<u>For Professionals Connecting with a Hiring Manager:</u>

Hi *Christina*,

I ran across your profile on LinkedIn because I'm looking for *(job title)* opportunities at (*target company*). I've been following the fast growth of the company over the last 3 years and want to see if there may be a place for me to help out.

I know there may not be open opportunities at the moment, just so I'm not wasting your time or mine, I'd love a chance to speak with you about the company and see if I might, one day, be a fit.

I received an (*name your degree*) from XXX University, and spent the last (X) years working in *(your previous job)* for (*name past company*).   I specialized in (*your elevator pitch*).

I promise not to take any more than 15-20 minutes of your time. Will you have some time this week for a chat? I have Thursday at 9 and Friday at 2pm available.

Looking forward to your reply,

Regards,

Your name