

WORKSHEET

ACTIVATE YOUR NETWORK

Updating your LinkedIn profile

I am currently in the job search and am polishing up my LinkedIn profile <add link to your profile>. You can help me in under 5 minutes by endorsing me for the following skills: <add 3-5 skills you most need endorsements for here> I appreciate your help!

OR

I am currently in the job search and am polishing up my LinkedIn profile <add link to your profile>. You can help me in under 10 minutes by writing a recommendation sharing what you enjoyed about working with me. It will help me stand out to prospective employers. I know you're busy and I appreciate your help!

Requesting a Meeting

It has been a while since we connected and I wanted to reach out. Do you have time for a 30-minute <call, virtual meeting, etc.> in the next two weeks? I'm looking forward to catching up!

Asking for an Introduction

I see that you know <person first and last name>. As you may know, I'm currently in a job search and am actively working to expand my network. Would you be willing to introduce me to <first name>? I'd appreciate the opportunity to share my career story with someone new. Please let me know if you have questions for me.

Sharing You are Job Searching

I wanted to reach out to let you know that I am currently looking for a new job. <Share specifics of the type of job> If you know of any open opportunities or people looking to hire someone with a great skillset like mine, please send them my way and I'll be happy to take it from there. I appreciate your help!

Personalization

Ideally, you'd personalize each message you send as you'll have better response rates from people when it doesn't feel like mass messaging. Be sure to replace any text in <italics> with the necessary details before you send it out!

Commonalities

Remind the person what you have in common (school, former employer, mutual connection, etc.) OR remind them how they know you (met at a networking event, community gathering, etc.).

Tone

Kindness and respect are must haves when you are asking others for help. If a person chooses not to help you, move on to those who will instead of repeatedly contacting only a handful of people.

Manners

Include please and thank you in any message you send to others in your network. Let them know you appreciate and value their time.

