



# Networking Script Vault

Networking is a critical part of growing your career, but it can feel awkward, especially for recent grads and young professionals. Whether you're connecting with someone on LinkedIn, at a networking event, or in a professional setting, having the right words can make all the difference.

Use the following scripts to confidently build meaningful connections, start conversations, and establish valuable relationships.

# LinkedIn Connection Request Script

Hi [Name],

I hope this message finds you well! As a recent college graduate, I'm exploring different professional roles and came across your profile, which stood out to me because of [specific detail about their role, industry, or accomplishments].

I truly value the opportunity to connect with individuals whose experiences can provide guidance and inspiration as I begin shaping my own career journey. I would love to learn more about your path and any insights you might have for someone just starting out.

Thank you for your time, and I look forward to the chance to connect!

Best regards,  
[Your Name]

**GOAL:** Establish a professional connection and express interest in learning from them.

# Informational Interview Request Script

Hi [Name],

I hope this message finds you well! My name is [Your Name], and I'm a recent college graduate exploring different professional roles as I shape my career path. While researching, I came across your profile and was truly inspired by your career journey and expertise in [specific area or field].

I recognize the importance of learning from individuals with real-world experience, and I would be incredibly grateful for the opportunity to hear about your professional journey and any insights you might be willing to share. Would you be open to a brief 20-30 minute conversation at a time that's convenient for you?

Thank you so much for considering my request. I greatly appreciate your time and look forward to the possibility of connecting!

Best regards,  
[Your Name]

**GOAL: Set up a one-on-one conversation to learn about their career and gather insights.**

# Networking Event Introduction Script

Hi [Name],

I hope this message finds you well! My name is [Your Name], and I'm a recent college graduate from [Your University], currently researching and exploring different professional roles as I begin to shape my career path.

While reviewing attendees for [Event Name], I came across your profile and was inspired by your career journey and expertise in [specific area or field, if applicable]. I truly admire the path you've taken and would love the opportunity to meet you at the event to learn more about your experiences.

I recognize the importance of connecting with and learning from professionals like you, and it would mean a great deal if you could spare a few minutes for a conversation during the event. Please let me know if this is possible, and I'd be happy to coordinate at a time that works best for you.

Thank you for considering my request. I look forward to the possibility of connecting and learning from your insights at [Event Name]!

Best regards,  
[Your Name]

**GOAL: Start a conversation at a networking event or social gathering.**

# Follow-Up Message After Meeting

Hi [Name],

I hope you're doing well! I wanted to thank you again for taking the time to meet with me [yesterday/earlier today/at the event]. I truly appreciated the opportunity to hear about your career journey and learn more about [specific topic discussed, e.g., "how you navigated your early career in marketing" or "your approach to leadership in [industry]."]

Our conversation about [specific insight or advice they shared, e.g., "the importance of adaptability in the workplace" or "building meaningful professional relationships"] really resonated with me. It gave me a fresh perspective and practical steps I can take as I continue to shape my career path.

I'd love to stay in touch and keep learning from your insights. If there are ever opportunities to collaborate or connect further, I'd be thrilled to explore them. In the meantime, I'll definitely keep [specific advice they gave, e.g., "prioritizing continuous learning" or "exploring opportunities to hone my skills in [area]"] in mind as I move forward.

Thank you again for your generosity and valuable guidance—it means a great deal to me!

Best regards,  
[Your Name]

**GOAL: Reaffirm connection after an initial meeting and suggest ways to stay in touch.**

# Asking for a Referral or Job Opportunity Script

Hi [Name],

I hope you're doing well! I truly enjoyed connecting with you and learning about [specific topic or insight related to their expertise or advice, e.g., "your journey in [industry]" or "your perspective on leadership"]. Our conversation left a lasting impression, and I deeply value the insights you shared.

As I continue my job search and explore opportunities in [specific field or industry], I was wondering if you might know of any openings at [Their Company/Other Relevant Companies] or within your network that align with my skills and aspirations. I'm particularly interested in roles related to [specific area, e.g., "marketing strategy," "data analysis," or "project management"], and I believe my background in [relevant skills or experience] positions me well to contribute meaningfully.

If it's possible, I'd be incredibly grateful if you could consider referring me for any relevant positions or connecting me with someone in your network who might be able to help. I've attached my resume for your reference and would be happy to provide any additional details or materials if needed.

Thank you so much for your time and support—it truly means a lot to me. I'd love to stay in touch and keep you updated on my progress. Please let me know if there's anything I can do to return the favor!

Warm regards,  
[Your Name]

**GOAL: Politely inquire about potential job openings or referrals while maintaining a professional tone.**

# Bonus Tips for Successful Networking

## BE GENUINE

Authenticity is key to building meaningful relationships. Approach networking with a mindset of helping others, not just asking for favors.

## FOLLOW UP REGULARLY

Consistency is crucial. Stay in touch periodically without overwhelming the other person. Share interesting articles, congratulate them on professional milestones, or check in after a few months.

## BE PREPARED TO GIVE BACK

Think of ways you can help your new connections as well. Networking is a two-way street, and when you offer value, the relationship becomes stronger.

# Next Steps to Boost Your Networking

Now that you have the scripts, it's time to put them into action!

Need more personalized support to take your networking to the next level?

Sign up for our membership to get access to our **Networking Toolkits** and many others to nail your job search across the board.

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