

Bates Center for

# PURPOSEFUL | WORK

## *Networking Templates*

Networking plays an integral role in conducting industry research as well as tapping “hidden” and unadvertised internship/job openings. Before you reach out to people, you should think about how to loosely identify your top interests yet also convey an openness to new ideas. LinkedIn offers a wealth of information about fields of work, companies/organizations, affinity and professional organizations, and people to assist in your research.

➤ **Here are a few key points to keep in mind before you even begin networking:**

***Mind your manners:*** employ proper etiquette (i.e., use appropriate salutations such as “Dear Ms. Jones”, proofread everything several times, respond in a timely manner – within 24 hours, always follow up with a note of thanks)

***Be subtle:*** reach out for information/advice rather than send a resume and inquire about jobs or internships

***Be professional:*** explore web sites of industry-specific professional organizations as well as company web sites to become familiar with key words and concepts; well-prepared and knowledgeable job-seekers are much more likely to garner support in the networking process

***Pull back the curtain:*** don’t pass up an opportunity to network with someone who has different interests; you would be surprised at how far networks can reach

***Manage your online footprint:*** is your online presence squeaky clean when you Google yourself?

***Be organized:*** create customized tracking documents to manage important dates and details

***Keep in touch:*** maintain contact as appropriate, and always continue to expand networks through referrals

***If in doubt:*** ask for help from a career counselor or career development fellow

***It does get easier:*** the first few emails are always a challenge, but the process does feel more natural with time and experience!

At times it can be a challenge to find the appropriate words to use when connecting with various people during an internship/job search. Though each networking situation requires a tailored message, the examples on the following pages may serve as ideas for starting points.

**EXAMPLE 1:**

➤ **Request to connect on LinkedIn after meeting someone for the first time at an event:**

Dear Mr. Bates,

I enjoyed meeting you at last week's panel discussion during President Spencer's inaugural celebration. I was especially interested in hearing about the transition you made from your role in a corporate setting to a new career path in higher education. Our conversation sparked some new ideas, and I am eager to take my research to the next level.

Thank you in advance for considering this request to connect on LinkedIn. I truly appreciate your kind offer to serve as a resource as I continue to explore various career options. I look forward to keeping in touch.

Best regards,

Jordan Merrill  
Bates '21

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**EXAMPLE 2:**

➤ **Contact someone for the first time after being referred along by a mutual connection:**

Dear Ms. Bobcat,

Greetings from Bates College! I am an anthropology major from the Class of 2021, and I am planning to pursue a career in marketing. I recently discovered that my neighbor Meegan Lindholm was your roommate at Bates. When she heard about my career interest, she suggested that I contact you to learn about your wide-ranging experience in marketing and public relations.

I would be very grateful for an opportunity to hear about your career path. Would it be possible to speak on the phone at a time that is convenient for you? Thank you in advance for considering this request.

All the best,

Kai Hathorn

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**EXAMPLE 3:**

➤ **Reach out to a Bates alum after finding him/her on LinkedIn for general career advice:**

Ms. Coram:

I hope this message finds you well. As I was conducting research on Bates alumni that work at Barclays Capital, I came across your profile. I have developed a very strong interest in your area of expertise and would welcome the opportunity to learn more about your role.

I would be grateful for a chance to speak with you at a time that works best for you. If this is possible, please let me know when you might be available in the coming weeks. Thank you in advance for considering this request. I look forward to hearing from you when you have a moment.

Best,

Jack Olin  
Bates '21

**EXAMPLE 4:**

➤ **Thank someone for a networking opportunity:**

Dear Ms. Schaeffer,

It was truly a pleasure to speak with you on the phone yesterday. It was very generous of you to spend so much time to discuss your career path as well as your current role in human resources at IDEXX Laboratories. The information that you shared with me has confirmed my very strong interest in HR work, and I look forward to submitting my application for the HR internship at IDEXX next summer.

I also wanted to let you know that I will be in your area from February 20-25 and would welcome the opportunity to job shadow with you or a colleague for a few hours if that is a possibility. Thank you for considering this, and for all of your assistance. I truly feel fortunate to be a part of the Bates community.

Best regards,

T.J. Harward

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**EXAMPLE 5:**

➤ **Connect with someone before submitting a job application to learn more about a company/organization:**

Dear Mr. Lane,

I hope that all is well with you. When I mentioned to Henry Bardwell (my career counselor at Bates) that I am planning to apply for the leadership development program at Traveler's Insurance, he recommended that I contact you. I have conducted extensive research on the program and the company, and I would certainly welcome any advice that you are willing to share.

I would be happy to speak with you at a time that is convenient for you. If this is a possibility, please let me know when you might be available. Thank you in advance for your assistance.

Kind regards,

Noah Andrews

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**EXAMPLE 6:**

➤ **Circle back with someone who helped with a job application or interview preparation:**

Ms. Pettigrew,

I hope that you enjoyed the holiday season. I am writing to let you know that I was recently contacted by the human resources department at Hannaford to schedule an interview for the retail management program. I am really looking forward to the opportunity, and my interest in the role is stronger than ever.

Thank you again for taking time out of your busy schedule to meet with me last month to share your experiences at Hannaford. Your help throughout the application process has been indispensable. I will be sure to keep you posted on my progress.

All my best,

Peter Ladd

**EXAMPLE 7:**

➤ **Follow up with an employer after being interviewed:**

Mr. Rand:

Thank you again for taking the time to interview me on October 15 for the consultant position. Since our meeting, I have been in touch with several other employees at the Beacon Group. I am truly impressed with the collaborative and challenging nature of the firm's culture, as well as its recent success in securing new engagements with Microsoft and Epic.

I just completed the second chapter of my senior thesis and would be happy to send along excerpts if that would be helpful. I was also pleased to learn that I was named to Dean's List again this semester. Please let me know if I can provide any additional information. I look forward to hearing from you soon.

Best,

Fiona Pettengill

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**EXAMPLE 8:**

➤ **Keep references updated on progress:**

Dear Professor Aiken,

I hope that the semester is going well for you. I am pleased to inform you that I was just invited to interview for an internship with the Nature Conservancy in Washington, D.C. for this summer! I have been preparing extensively by reaching out to Bates alumni who work there, and I am feeling ready.

Please feel free to take a look at my LinkedIn profile for updated information. I have also attached the internship description. I hope that this will be helpful in case the organization contacts you as a reference. Thank you again for your ongoing support and encouragement. I truly appreciate it.

Sincerely,

Caroline Frye

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**EXAMPLE 9:**

➤ **Assist others by making referrals:**

Dear Sophie,

I hope that all is going well with you as the fall recruiting season winds down. I often think about how much I enjoyed my time as a Senior Admission Fellow in your office last year. I am settling in quite well in as an Admissions Counselor at Middlebury, and your ongoing guidance has been so helpful.

I have recently been in touch with Jenna Carnegie '14. She is extremely interested in the admissions field, and I know that she would learn a lot from you. I have already referred her to the National Association for College Admission Counseling, and she has joined as a member of the NACAC LinkedIn group. Would you be willing to meet with her before application reading season gets too busy? If so, would it be okay to share your work email address with her? Many thanks in advance for considering this.

Warm regards,

Julia Mays