



## Email Templates When Reaching Out To Your Personal Network

There are several ways to ask for help in your network. The best way, of course, is to personally ask them yourself. However, if you and your friend aren't close enough to do that or perhaps you've fallen out of touch, e-mailing them would be a good way to warm up a contact.

While the templates are useful, these are your family and friends. Understand the intention of the email and **make the templates your own**. Otherwise your family and friends will think your body has been abducted by pod people.

### I'M ON THE JOB MARKET ANNOUNCEMENT

Hi <<first name>>,

How have you been? I hope all is well!

<<Small personal banter and chitchat>>

I'm reaching out because I've decided it's time to look for a new position. I've been in <<Company>> for <<time>>, and now I'm looking for a change. I'm reaching out to ask for your help on any job leads.

I am looking for <<position with description of ideal scenario: part-time, full-time, ideal company etc.>>

If you know of any job opportunities or know anyone who does, please share them with me. I've attached my resume for your reference, and feel free to pass it along.

Thanks in advance for your help! Please tell me if there's anything I can do to return the favor.

Sincerely,  
<<your name>>



## I'M ON THE JOB MARKET ANNOUNCEMENT

Hey <<first name>>,

I remembered you mentioned that you know <<name>> in <<Company Name>>. I would love to chat with him/her to get some advice about <<Company Name>>. Would you mind introducing me? I can write an introductory email for you to make things really easy. I will be very respectful of his/her time. Is that okay?

Thank you,  
<<Your name>>

## WARMING UP AN OLD CONTACT

Hello <<Name>>,

You and I used to <<activity in childhood, old school or old organization>>. (OR You and I met at the <<place>> <<time>>, where we <<what did you do>>.) I'm currently working at <<current company name>> as a <<position>>. I apologize that I did such a terrible job of keeping in touch with you. But I hope it's okay to reach out today.

I'm doing some research on some companies that I would seem like a good fit. I noticed you're currently working at <<Company name>>. If it's okay, I would love to chat with you for some advice about <<Company name>>. I'm going to be in town next week. How about coffee on Wednesday? Or if getting together next Wednesday isn't convenient, I can be flexible around your schedule. (OR you can ask for a phone call or to drop by their office. Be specific about the time.)

I would really appreciate it.

Thank you,  
Your Name