

LinkedIn Message Templates:

Good afternoon _____,

First I want to take the time to thank you for reading my message, I understand you're incredible busy. I'd like to connect **BECAUSE** _____

Why do you want to connect?

- Someone told me to reach out to you
- I saw you had an open position posted/applied for position
- Alumni
- Gain insight into company/ industry
- Attended a career fair

Thank you for you time, feel free to contact me at **phone number or email**. I am available ____ (**GIVE TIME/OPTIONS**) *so they can't say they're busy

Lexie Lee
Lead Counselor, University Career Center

**Can attach Resume/ Cover Letter if you've applied for position*

Attached is my resume & cover letter, want to make sure you have my information!