

Professional Communication Examples/Templates

When it comes to networking and the job search, all of your communication needs to be professional. Employers are evaluating your communications skills with every piece of correspondence, so be sure they walk away with a strong impression.

Since much of your networking and inquiries will be online it is important to follow the same basic guidelines as you would in any other formal style of communication. Below are a variety of templates, examples, and tips on how to effectively communicate online.

Tips for Professional Communication

- Spell check ALL written communication
- Proofread electronic messages just as thoroughly as you would printed documents
- Use a subject line in all emails that draws the reader's attention
- Use formal greetings and closing when possible
- Include your contact information in your email signature
- Do NOT use text abbreviations or emoticons in your communication
- If you are being referred by someone make sure to mention that in your communication
- If you have previously met the person you are reaching out to call attention to that

Job Searching via Email

Subject: Job Opportunity Inquiry

Dear [insert name],

After reading a description of your company on LinkedIn, I would like to know about possible job opportunities within your marketing department. I am a senior marketing major and will be graduating with my Bachelor of Science in Business Administration degree in May.

I am extremely passionate about the work of the American Cancer Society and am constantly amazed by the continual advancement of your research and patient support. In my position as Marketing Chair for the American Marketing Association, I have gained extensive experience promoting events and ensuring an effective brand is portrayed to all constituents. My ability to build relationships with clients has contributed greatly to the overall success of the organization. In addition, I truly enjoy coming up with creative solutions to everyday problems. In my Digital Marketing class at UCF, I utilized Photoshop to design promotional materials for a class project and tracked their effectiveness through the use of Google Analytics. It would be my hope to use the skills I've gained from both my education and professional background to further develop current marketing efforts of the American Cancer Society.

My resume is attached for your consideration. I realize that you have many demands on your time, but I would appreciate an opportunity to discuss employment opportunities with your company. If you would prefer to contact me by phone, my number is [insert phone #]. Thank you for considering my request. I look forward to hearing from you.

Sincerely,
[insert email signature]

Reaching out to Hiring Manager on LinkedIn

Dear {insert name},

I recently applied for [insert position name] within your company and I am reaching out to share my sincere interest in the position. I came across your name when researching the company and would appreciate an opportunity to speak with you further about the position. If you would prefer to contact me by phone, my number is [insert phone #]. Thank you for considering my request. I look forward to hearing from you.

Sincerely,
[insert your name]

Informational Interview Request through Email

Subject: Informational Interview Request from Fellow Knight

Dear [Insert name],

I am currently pursuing my [insert degree] from the University of Central Florida and am interested in learning more about careers in the field. After meeting with a Career Coach and conducting some personal research, one particular area that sparked my interest is [insert general position].

I came across your information on [insert company name] websites and was wondering if you be willing to take 20 to 30 minutes out of your day to provide me with advice and expertise based on your experiences in the field? I would love to find a mutually agreeable time to set up a phone call. I look forward to hearing from you.

Sincerely,
[insert email signature]

Informational Interview Request through LinkedIn

Hello [insert name],

I am currently a Junior marketing major at the University of Central Florida exploring career options. While researching UCF alumni that are currently working in the field, I came across your profile. I found your career path incredibly interesting and if you are willing, I would love to set up a call to learn more about how you were able to go from UCF grad to Marketing Director in 5 years. I look forward to hearing from you!

Sincerely,
[insert your name]
[insert phone #]

LinkedIn Invitation to Connect Message (someone you don't know)

Dear [insert name],

I am a [insert degree] at the University of Central Florida exploring career options. I came across your profile on the UCF alumni page and would love to connect!

Sincerely,
[insert your name]
[insert phone #]

LinkedIn Invitation to Connect Message (someone you already know)

Dear [insert name],

I enjoyed the time I spent working with you at [insert company name]. I greatly appreciated your guidance throughout the internship program, your advice was invaluable. I hope you will connect with me on LinkedIn so we can stay in touch in the future.

Sincerely,
[insert your name]

Referral Contact Networking Email

Dear [insert name],

Dr. Knight, Marketing professor at the University of Central Florida, suggested that I contact you. As a fellow Knight, she felt you might be willing to visit with me about your career path. I am entering my final year in the Marketing program and am currently exploring career options.

Your background in creative marketing, specifically digital media marketing, is incredibly interesting to me. I would like to learn more about what it's like to work for a marketing agency and was hoping you might be willing to give me advice on how to prepare myself for this career path.

Would you be willing to visit with me briefly about your experiences? I would be happy to connect through email, on the phone, or in person.

Sincerely,
[insert email signature]

Email Message to Recruiter after Applying

Dear [insert name],

I am reaching out to you regarding the (insert job title and online requisition number) with (insert company name). I have applied for the position directly through your company's website on (insert date). I have also attached a copy of my resume and cover letter to this email for your review.

I would genuinely appreciate the opportunity to be considered for an interview for this position. If granted an interview, I am confident in my ability to convince yourself and the hiring committee how and why I would be a great fit for the (insert position title) and an excellent addition to the (insert company name) team.

I am available at (insert your phone number and email) to answer any questions regarding any hesitations about my qualifications for the (insert position title). I look forward to hearing from you soon.

Sincerely,
[insert email signature]

Email Message to Recruiter after Hiring Event

Dear [insert name],

I am reaching out to you regarding the (insert job title) with (insert company name). I spoke to you at the (insert event title) regarding the (what you discussed) on (insert date). Thank you for your time, I learned significantly from the information shared and I am excited to learn more about careers with (insert company name).

I am seeking opportunities to apply my specialized knowledge, experience and skills in (insert one or two of your skills/strengths that match those listed in the position description) and (insert one or two of the responsibilities listed from the position). I would love to be considered for an interview and hope to move forward in the recruiting process to continue to convince yourself and the hiring committee how I would be a great fit for the (insert position title) and an excellent addition to the team.

I am available at (insert your phone number and email) to answer any questions regarding any hesitations about my qualifications for the (insert position title). I look forward to hearing from you soon.

Sincerely,
[insert email signature]

Email Message to Recruiter after Interview

Dear [insert name],

I am reaching out to you regarding the (insert job title) with (insert company name). I interviewed for the (insert job title) on (insert date) and thoroughly enjoyed my interview process. Thank you for interviewing me, I learned significantly from the information shared during the interview and I am excited about the possibility of joining the (insert company name) team.

I hope to move forward in the recruiting process to continue to convince the hiring committee how I would be a great fit for (insert position title) and an excellent addition to the team.

I am available at (insert your phone number and email) to answer any questions regarding any hesitations regarding my qualifications for the (insert position title). I look forward to hearing from you soon.

Sincerely,
[insert email signature]