

Requesting an Informational Meeting

Whenever reaching out to someone it is important to include some key information.

- How you got his or her name and who you are
- What you want and how they can help

Sample Email

Hello Ms. Jones,

Judy Davis suggested that I contact you regarding my interest in recreation and community services. She thought you would be a good person to offer some career advice.

My background is in administrative assisting; however, I am exploring a possible transition to community services. I have been doing some research at the library and looking into taking a class on the topic. In addition, I would like to talk to professionals working in the field to get a better feel for the position and to help me determine how my skills might transfer.

I would like to meet with you briefly to get your advice. Please let me know if you have 15-20 minutes to talk sometime in the next couple of weeks.

Thank you for your time,

Sincerely,

Sample LinkedIn Message

Hello Joe,

I am a member of the NOVA Job Center group on LinkedIn and came across your profile while searching for project managers. I have been doing technical project management for a number of years and I am thinking about upgrading my skill set to become Scrum certified. I noticed that you have a great deal of experience in this area. I was hoping that I could set up a brief meeting to chat with you about certification process and any key tips you might have for me. Any assistance and information you can provide will be appreciated.

Thanks,
Anthony

Sample Phone Scripts - Calling a referral

Contact: Hello, Bill Katz

Job Seeker: Hi Bill, my name is _____. Karen James suggested that I give you a call. Do you have a few minutes?

Contact: Sure, Karen and I go way back to our time at Apple. How, can I help you?

Job Seeker: Let me explain why I am calling. My background is in marketing in the electronics industry. I am gathering information to assist me in determining the next direction for my career and talking to leaders in the field. Do you think you could help me with some advice?

Contact: I am very busy with work and all, what do you need?

Job Seeker: I understand that time is tight. I have a few questions about marketing career trends and the nature of the current job market, specifically working in high tech. Could we meet for 15 - 20 minutes sometime during the next two weeks to discuss your thoughts?

Sample Phone Script – cold call

Contact: Hello, Bill Katz

Job Seeker: Hi Bill, my name is _____. I got your name from the Monday edition of the San Jose Business Journal. First, I want to congratulate you on your recent promotion. From the article I read, it seems that you are extremely knowledgeable in high tech marketing. Have you got a moment?

Contact: You know, HR handles all employment calls, you should contact them directly.

Job Seeker: Thanks for the information, however that is not why I am calling. I'm looking for some advice and feedback and I am hoping to benefit from your knowledge, experience, and advice. You see, I am exploring opportunities in high tech marketing after seven years of increasingly responsible experience in the hospitality industry as an Event Coordinator/Planner.

Contact: Ok, but I'm not sure how I can assist you.

Job Seeker: I have some questions about the field and the skills, qualities, and background needed to make a successful transition. Could we meet for 15 - 20 minutes sometime in the next couple of weeks to discuss these questions?