

Email #1 Generic Email

Subject: Quick Question

Hi **[Name]**,

I hope you are well! I found your information on LinkedIn while I was looking for people that work at **[Target Company]**.

I'm really interested in working at **[Target Company]** and I was hoping to learn more about what it is like working there. I know this is a bit out of the blue, so I understand if you do not have the time.

If you did have time to answer a couple of questions on the phone or email, then I would really appreciate it.

Either way, hope you have a great week.

Kind Regards

[Your Name]

Email #2 Generic Email

Subject: Quick Question

Hi **[Name]**,

I hope you are well! My name is **[Your Name]** and I found your information while searching for people that work at **[Target Company]**.

I really loved reading about **[something specific they posted about/had on their profile]**.

I'd love to learn more about your experience working for **[Target Company]**. I understand your time is extremely valuable but if you did have time to answer a couple of questions then I would really appreciate it.

No problem if you can't though,

All the best

[Your Name]

Email #3 Retail Background

Subject: Quick Question

Hi **[Name]**,

I hope you are well! My name is **[Your Name]** and I found your information while searching for people that used to work in retail but now work in **[Target Industry]**.

I'd love to learn more about your journey from retail into **[Target Industry]**. If you could spare a few minutes to answer a few questions I would really appreciate it.

Kind Regards

[Your Name]

Email #4 Non-Traditional Background

Subject: Quick Question

Hi **[Name]**,

I hope you don't mind me reaching out. I found your information while searching for people that work in **[Target Industry]** but used to work in a different industry.

I would love to hear about how you made it happen if you could spare a few minutes. If you did have time to have a quick telephone call or an email exchange so I could ask some questions, I would really appreciate it.

Either way, thank you for taking the time to read this message.

Kind Regards,
[Your Name]