

Sample Messages Requesting Informational Conversations



CLARK
UNIVERSITY

LinkedIn Connection Request Messages



Warm Contact:

Hi [Contact Name], I'm Sanjay, a Clark MSIT student. Joe Robinson suggested we connect. I'm exploring project management careers and would love to chat briefly. Would you be open to having a brief informational conversation? I'll send a message with additional information post-connection.

Clark Alumni:

Hi [Clark Alumni Name]- I'm Tejas, a Clark MSIT student. I'm researching careers in software engineering and am looking to connect with Clark alumni? Would you be open to having a brief informational conversation? I can send a message with additional information post-connection.

Cold Contact:

Hi [Contact Name]- I'm Akshay, a Clark MSIT student. I'm researching careers in data analytics and came across your LI profile in the Big Data & Analytics Group? Would you be open to having a brief informational conversation? I can send a message with additional information post-connection.

Warm Email or LinkedIn Message



Dear Mr. Jones,

Mary Fitzgibbons recommended I reach out to you. My name is Jane Smith, and I am currently pursuing a Master's in Communication at Clark University's School of Professional Studies.

I'm researching careers in public relations and wanted to see if you would be willing to speak with me about your experience. I'd be interested in hearing any insights you might have about working on the agency versus the client side. I see from your LinkedIn profile that you have experience in both.

Would you be open to a brief 15-20 minute conversation over the phone, video, or in person to ask you a few questions? I am flexible with time and can accommodate your schedule and format preferences. I recognize this may be a busy time of year for you and appreciate any time you can spare.

Thank you I and I look forward to hearing from you soon.

Jane Smith

Clark University School of Professional Studies '24

Alumni Email



Dear Mr. Decotis,

I came across your LinkedIn profile through the Clark University alumni group. I want to ask if you might have some time to speak with me about your background and professional journey.

I'm currently pursuing a Master of Public Administration degree at Clark University's School of Professional Studies. I'm interested in learning more about working in government versus the non-profit sector and see from your profile that you have held a variety of roles in both. I'd be very interested in hearing any insights and advice that you might have for someone like myself who considering each of the fields.

Would you be open to a brief 15-20 minute conversation over the phone, video, or in person to ask you a few questions? I am flexible with time and can accommodate your schedule and format preferences. I recognize this may be a busy time of year for you and appreciate any time you can spare.

Thank you and I look forward to hearing from you soon.

Michelle Bossolt

Clark University School of Professional Studies '24

Cold Email or LinkedIn Message



Dear Ms. Blanchard,

My name is Jane Smith, and I am currently pursuing my Master's of Science in Data Analytics at Clark University's School of Professional Studies. I found you through LinkedIn's Consumer Insights Professionals group and noticed that we share a similar passion for the marketing analytics field.

I'm reaching out to request an informational conversation regarding your background and current role at ABC Company. I'm specifically interested in learning more about working in marketing analytics between small startup and large organizations. I see from your profile that you have worked for both sized organizations. I'd be interceded in hearing any insights and advice you have.

Would you be open to a brief 15-20 minute conversation over the phone, video, or in person to ask you a few questions? I am flexible with time and can accommodate your schedule and format preferences. I recognize this may be a busy time of year for you and appreciate any time you can spare.

Thank you, and I look forward to hearing from you soon.

Zane Fanuef

Clark University School of Professional Studies '24