

## Templates for Messaging a Recruiter on LinkedIn

When you send a connection request, always include a personalized note. It's a simple gesture, but it can significantly boost your chances of acceptance. Think of it as your digital handshake — a way to introduce yourself.

Note that when addressing a recruiter, “Dear” is the preferred professional greeting, but “Hello” and “Hi” can work too if you're looking to convey a more conversational tone. Consider including a greeting.

### Sample 1: Message regarding a posted position

*Hi \_\_\_\_\_, thanks for connecting. If you have time, I hope we can discuss how my experiences fit the \_\_\_\_\_ position. I've already applied online. Attached is my resume. I hope to talk soon.*

*Best regards,*

*[name]*

*[phone]*

*[email]*

### Sample 2: Message regarding an internship

*Dear \_\_\_\_\_, I am a sophomore majoring in \_\_\_\_\_ at \_\_\_\_\_ University. I'd like to develop my skill set in a professional environment. Do you have any openings for interns this summer?*

*I've been following [company name] on LinkedIn for some time. Your work in [project type] is well respected. I've attached my resume for your review. I hope to hear from you soon.*



Sincerely,

[name]

[phone]

[email]

### **Sample 3: Message to an independent recruiter**

*Hi \_\_\_\_\_, my name is \_\_\_\_\_. I'm a [title] at [corporation]. I'm interested in exploring new opportunities in [business sector]. Please look at my attached resume and LinkedIn profile to see if my experience matches any of your current openings. Can we touch base by phone to discuss this? I'm looking forward to talking to you.*

*Kind regards,*

[name]

[phone]

[email]

### **Sample 4: Message when there's no opening posted**

*Dear \_\_\_\_\_, thanks for connecting. I'm a [title] with [X] years of experience in [area of expertise]. I've heard wonderful things about [company name]. If you have any openings in [desired department], I'd appreciate the chance to discuss how my background could be a good fit. Enjoy your day.*

*Kind regards,*

[name]

[phone]

[email]

**Sample 5: Message when interested in an older posting**

*Hi \_\_\_\_\_. I am interested in the \_\_\_\_\_ position that [company] advertised on [name of website]. I noticed the ad was placed a month ago. Can you tell me if the position has been filled? If you're still taking applications, I'll apply. Thanks for your help.*

*Sincerely,*

[name]

[phone]

[email]