

APPENDIX D

TEMPLATES FOR REQUESTING AN INTRODUCTION AND CONVERSATION

Template for Requesting an Introduction

Dear [Name of Mentor/Colleague/Friend],

I hope you're well.

As you know, I've been thinking through the next steps of my career journey. In doing so, I've identified several types of jobs I want to explore. One of those is [insert brief description of prototype of job].

As a next step, I'm hoping to speak with people who are currently doing a similar job so that I can learn whether my thinking lines up with their actual experiences. After these conversations, my plan is to refine my list of potential jobs.

Would you mind forwarding this note to [insert name of person you'd like to contact], as I believe you know them? It looks as though they are currently the [job title] of [insert organization], which I think is similar to what I'm interested in learning more about.

I'm not looking for an "in" at the company or anything like that. I'd just like to chat briefly—phone or video is fine—to learn more about what they do on a day-to-day and week-to-week basis. There won't be an ask beyond that.

Thanks so much.

Yours,

[Your name]

P.S. If [name of person you'd like to contact] would like more detail about the process I'm following for these conversations, they can find it here: [jobmoves.com](https://www.jobmoves.com).

Template for Requesting a Conversation/Informational Interview

Dear [Name of Loose Connection],

I hope you're well.

For the past [# of weeks/months], I've been working through a process focused on defining the next steps of my career. In doing so, I've identified some of the factors driving my job search at this point in my career, the sorts of activities that give me energy at work, and the capabilities in which I want to invest. These and other reflections helped me develop prototypes of several roles I want to explore. One of those is [insert brief description of prototype of job].

As a next step, I'm hoping to speak with people who do work that is similar to what I now think I want to do. If you're willing to chat briefly with me, I'd love to learn [insert either: "what you're seeing in this space" OR "how my thinking lines up with your actual experience"]. I'm also happy to share what I've learned in my journey so far that might be helpful to your interest in [insert mutual interest].

I know your time is valuable. That's why I've invested so much of my own in preparing for these conversations. My plan is to further refine my job search based on what I learn. To be clear, I'm not looking for an "in" at the company or anything like that. I'd just like to chat briefly—phone or video is fine.

Thanks so much.

Yours,

[Your name]