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THE SOURCE

BE YOU IN THE WORKPLACE

Become a
Networking
Expert: Writing
Professional
Emails

BY JANE FRANKLAND

Tips & tricks

BECOME A NETWORKING EXPERT: WRITING PROFESSIONAL EMAILS

Here are 13 professional email templates you can use for when you're networking. From job searching and asking for a reference to thanking someone for their help and advice, we have you covered.

01 LAID OFF & JOB SEARCHING: ASKING FOR HELP

[NAME]

I hope you and your family are doing well. As you may have heard, I've recently been laid off from my previous position at [CURRENT/MOST RECENT EMPLOYER], which has naturally left me job searching! As a result, I was wondering if you knew of any openings or could recommend people for me to reach out to about potential job openings?

What I'm looking for

I'm interested in finding a full-time, part-time, consulting or fractional role in [TYPE OF INDUSTRY, COMPANY, TEAM, AND/OR ENVIRONMENT], ideally one that puts the spotlight on my top 1-3 skills ([LIST YOUR TOP 1-3 SKILLS]) and is located where I want to be ([LOCATION AND/OR ANY OTHER IMPORTANT FACTORS]).

I've kept my personal website ([LINK TO PERSONAL WEBSITE]) updated with relevant work experience and references. Please feel free to share it. Any advice or introductions you could provide would also be greatly appreciated!

Best wishes and kind regards,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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02 CAREER PIVOT & JOB SEARCHING: ASKING FOR HELP (bulk email)

Friends!

I hope this message finds you well. As you may know, I've recently pivoted my career. I'm now focused on working with [TYPE OF COMPANIES/PEOPLE YOU'RE LOOKING TO WORK WITH]. During my job search in [SPECIFIC LOCATION], I'd be extremely grateful if you could keep an eye out for any possible connections or opportunities that match my profile. To make it super easy for you, I'm attaching a bit of information about me and my goals. Please feel free to share my personal website with anyone you may find appropriate [INSERT LINK TO PERSONAL WEBSITE].

My background

With over [NUMBER] years of experience in [YOUR FIELD OR SPECIFIC SKILLS], I'm seeking to use those skills in a new direction. I have a well-documented work history, as documented on my LinkedIn profile/ About You page ([LINK TO ABOUT YOU PAGE ON YOUR WEBSITE]), and numerous recommendations (found on my LinkedIn/ Testimonials page) [LINK TO TESTIMONIALS SECTION OF YOUR WEBSITE].

What I'm looking for

I'm interested in finding a full-time, part-time, or consulting role in [TYPE OF INDUSTRY, COMPANY, TEAM, AND/OR ENVIRONMENT], ideally one that puts the spotlight on my top 1-3 skills ([LIST YOUR TOP 1-3 SKILLS]) and is located where I want to be ([LOCATION AND/OR ANY OTHER IMPORTANT FACTORS]). If you know of any businesses or contacts that would find me to be a valuable asset (since I offer something unique) please don't hesitate to forward this message. Thank you for taking the time to read this and for keeping me in mind.

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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03 SEEKING A NEW CHALLENGE & JOB SEARCHING: ASKING FOR HELP

[NAME]

I hope this message finds you well. [INSERT A PERSONAL COMMENT: e.g., "I saw videos of you interviewing scholarship winners at Black Hat Europe on LinkedIn last week — it looked like a fantastic event."]

I writing as I need your help. ☺ For just shy of [NUMBER] years, I've been with [CURRENT/MOST RECENT EMPLOYER] and I'm now feeling ready for a new challenge. Ideally, I'm looking for [STATE WHAT TYPE OF ROLE & WORKPLACE ENVIRONMENT YOU WANT].

It would be great if you can think of any opportunities that align with my skillset and interests. Should there be something that comes to mind fitting the criteria I've just shared with you, please do not forget to pass along my personal website ([LINK TO PERSONAL WEBSITE])/ LinkedIn page ([LINK TO LINKEDIN PROFILE PAGE]), which has a complete run-down on my work experience and references.

Additionally, I'd really appreciate any introductions you can help make with [COMPANY] as I know you have contacts there. They're one of my top target employers right now. Anything you can do that would result in an informational interview would be much appreciated.

Let me know how things are going for you and what more I can do in return for your assistance. Thank you so much!

All the best,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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04 FOLLOW UP AFTER MEETING AT AN EVENT

[NAME]

It was great meeting you at [EVENT NAME] last week and I wanted to follow up. I enjoyed getting to hear more about your work and how you got involved in the [FIELD]. I hope that we can keep in touch and perhaps collaborate on projects that may be of mutual benefit.

If you want to know more about me please just check out my personal website here (INSERT PERSONAL WEBSITE LINK) or my LinkedIn Profile page (INSERT LINKEDIN PROFILE PAGE). as they detail the kinds of services I provide and work I'm seeking.

Do let me know if there's anything I can do to help you out as well. Once again, it was lovely meeting you and I look forward to seeing what our future conversations bring!

Kind regards,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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05 ASKING FOR SOMEONE'S ADVICE

[NAME]

I am writing to you because I value your opinion and I would like your advice on something. [DESCRIBE THE ISSUE/SITUATION THAT YOU NEED ADVICE ON].

I could really use some guidance as I am unsure what the best course of action is. If you have any recommendations or suggestions, it would be much appreciated.

Thank you for taking the time to read this and for considering my request. I look forward to hearing from you soon.

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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06 ASKING SOMEONE IF YOU CAN "PICK" THEIR BRAIN

[NAME]

My name is [YOUR NAME] and I work with [COMPANY]. I recently came across your profile and noted the many successes you have achieved in your field.

I am always looking for opportunities to learn from those who have more experience, and I was wondering if you would be open to sharing some of your insights on [INSERT WHAT INSIGHTS YOU ARE INTERESTED IN] or directing me to a resource where I may find them.

I understand that people's time is valuable, and I would be very grateful for any advice or guidance you can offer. Of course, I'm more than happy to reciprocate by providing any help or assistance that may be useful to you.

I look forward to hearing from you!

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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07 ASKING SOMEONE TO COLLABORATE ON A PROJECT

[NAME]

I am writing to you in the hope that we can collaborate on a project together.
[DESCRIBE THE PROJECT YOU WOULD LIKE TO WORK ON].

I think it would be great to have your expertise and input on this. I value your skills and knowledge and would love to work with you on this endeavor.

If you are interested, I'd welcome the opportunity to discuss further details with you. Just email me back with some dates and times that work for you and I'll organise a meeting for us to discuss the project in more detail.

Thank you for considering my request and I look forward to hearing from you shortly.

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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08 INTRODUCING YOURSELF

[NAME]

My name is [YOUR NAME] and I am writing to introduce myself. I recently stumbled upon your profile on [STATE WHICH SOCIAL MEDIA PLATFORM], and was struck by the amazing work you have done in the industry. I wanted to take a moment to reach out and let you know that I am a huge admirer of your work, and would love the opportunity to learn more about what you do.

I currently work in [INDUSTRY/ FIELD] and am interested in expanding my networking opportunities. If there is ever any way I can be of assistance, or if you are ever looking for someone with my skills set, please don't hesitate to contact me.

I look forward to hopefully hearing from you soon!
Best regards,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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09 SOMEONE LEAVING THE COMPANY WHERE YOU WORK

[NAME]

I recently heard that you are leaving [COMPANY] and I just wanted to take a moment to wish you well. Your hard work, dedication and commitment will be greatly missed.

It's been a pleasure getting to know you over the years, and I am truly sad to see you go. I sincerely wish you all the best in your new endeavors - please keep me updated on your progress!

Thank you again for all of your contribution, support and hard work.

Take care and best of luck!

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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10 ASKING SOMEONE TO CONNECT ON LINKEDIN

[NAME]

Choose your sentence...

- I just wanted to reach out and say hello. I've heard great things about you and your work, and I'd love to connect on LinkedIn.
- I recently saw a presentation that you gave at [CONFERENCE/ EVENT], and it was incredibly inspiring! Would you do me the honour of connecting on LinkedIn?
- My name is [YOUR NAME]. I am a [JOB TITLE] at [COMPANY] and would love the opportunity to connect with you here.
- I hope this message finds you well! I'm interested in learning more about your work and insights in [INDUSTRY]. Could we connect here?
- My name is [YOUR NAME] and I am a [JOB TITLE] at [COMPANY]. I recently came across your profile on LinkedIn and wanted to reach out to you. I understand the value of growing a professional network, and believe that connecting with each other could be mutually beneficial. I'm very impressed with what you've achieved in [INDUSTRY], believe in collaboration and would love the opportunity to learn more about the work you do. I look forward to hearing from you!

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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11 ASKING FOR A LINKEDIN REFERENCE

[NAME]

I hope you and your family are doing well. I'm writing as I need your help. ☺ I'm preparing for my next career move and am currently updating my resume and online presence with the goal of finding a new job/ role. As you know me first-hand from our time working together, I was wondering if you would be willing to write a LinkedIn recommendation for me?

You could mention briefly how [INSERT AN ACCOMPLISHMENT OR SKILLSET THAT SOLVED A PROBLEM & THAT YOU'D LIKE TO HIGHLIGHT]? Alternatively, if you'd sooner I draft something for you to review and edit, please let me know. I know how busy you are and this is a faster way.

Please feel free to check out my updated LinkedIn profile ([LINK TO LINKEDIN PROFILE]) to get an overview of my current experience and expertise.

Writing this recommendation will serve as a great aid when applying for jobs, and I appreciate your help in advance. Please let me know how I can return this favour.

Thank you once again!

Kind regards,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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12 ASKING SOMEONE IF THEY WILL MENTOR YOU

[NAME]

My name is [YOUR NAME] and I work with [COMPANY]. I recently came across your profile and noted the many successes you have achieved in your field.

I am eager to learn more about the industry, as well as hone my skills as a professional. As such, I would love to have an experienced mentor like yourself offer me guidance on navigating the complexities of this profession.

Of course, being a mentor requires time and trust - both of which I am committed to honoring. If you agree to mentor me, I promise that I will respect your time and commitment by setting realistic goals with you during our sessions and taking initiative in implementing what we discussed afterwards.

Additionally, if there is ever any way that I can help you in return, please let me know - even if it's just listening or offering another perspective.

I look forward to hearing from you!

Best regards,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

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13 THANKING SOMEONE FOR BEING THERE FOR YOU

[NAME]

I just wanted to take a few moments to thank you for being there for me. It means so much to have someone who is willing to listen and show support regardless of what I'm going through. Your kindness and understanding has been an invaluable resource during this difficult time. I appreciated all the advice, encouragement, and help that you have provided. It's people like you that make the world a better place and make life's struggles easier.

Thank you for everything!

Sincerely,

[YOUR NAME]

[EMAIL] | [PHONE] | [LINKEDIN] | [WEBSITE]

About Jane Frankland



Jane's career in cybersecurity spans two decades. She has a growing network of 42K+ and her authority has been recognised by Wikipedia, LinkedIn, and UNESCO. In 2020 she won two high profile awards - Women in IT's Security Leader Award and the National Cybersecurity's Cyber Citizen Gold Award. She built her own global penetration testing firm in the late 90s and has also worked in leadership roles at Accenture and the NCC Group. She's a founder member of CREST and the ESCO initiative, Women4Cyber. With a unique global presence, she judges numerous awards such as the European Business Awards, TeenTech Awards, NZ Hi-Tech Awards, SC Awards and the Cyber Security Awards, and serves as a board

adviser to Black Hat Executive Summit (Europe), and SC Magazine (UK). Jane is the best-selling author of IN Security and is the world's leading authority on women in cybersecurity. Through her IN Security Movement and company she's performed ground-breaking research, led initiatives to keep women safe at events, and awarded more than 352 scholarships to women, a value of over USD 500,000. She often works as an "influencer" for major brands, is quoted in the media and top broadsheets, and you'll find her speaking about gender diversity, sustainability, and the future of cybersecurity at events globally, including the EU Commission, UN Women, Web Summit, Sibos, and Black Hat. Or, training and consulting on leadership, female empowerment and gender diversity.

About The Source

The Source exists to help women and businesses who value them in cybersecurity. It's where we come together to add value, not point fingers. It's where we collaborate, unify and create communities that are positive, accessible and valuable. It's where we empower women to build their networks, grow their skills and access essential resources. And it's where we help forward-thinking businesses to draw on a rich, diverse pool of female talent.

The Source operates on a global basis and while most of our clients include some of the world's best-known brands, many of whom are listed on the global stock indices, we also have a selection of start-up and mid-range organisations.

Our solutions incorporate consulting, training, mentoring, certification and talent acquisition. They align to the 2030 United Nations Sustainable Development Goal 5, 10 and 16.



Work With Us

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To discuss working with us as a Sponsoring Partner, email our Founder, Jane Frankland at:
hello@jane-frankland.com