



VILLAGE2NATION

INFORMATIONAL INTERVIEW TEMPLATES

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LinkedIn Connections Request emails ***[cold connections]***

Hi Yohannes,

Would love to connect with you as I am passionate about some of the work Mercy Corps is doing, especially around the Youth Employment/Gig work.

Looking forward to connecting.



LinkedIn Connections emails ***[warm connections]***

Hi Corrinne,

How have you been? We kind of know each other and I was chatting with Sharmi yesterday and she had such great things to say about you :)

Looking forward to connecting!



Introductory email

[to be shared with folks who want to refer you to someone they know in a company]

I would like to introduce you to James Mwangi, who is currently working with SNV in Kenya. James has over 2 years in (add your general experiences). A major part of his experience has been supporting organizations (add your key experience specific to that kind of role/industry you are interested in).

James is now looking to grow his network and meet other like-minded professionals in (add industry) and I thought it would be great for the two of you to connect.

Hope you two get to connect soon! Over to you James!



Email response following an introductory email

Thank you so much for the intro Jane, moving you to bcc.

Dear John,

It's really great to be officially introduced to you (Some information you know about them) and I hope all is well with you, the team at World Bank, and your families.

To echo Jane, I am keen to schedule some time to learn more about your experience in the youth employment space - I think you have built an amazing career in this space! I am hoping to learn from you aspects around the culture, opportunities, hazards, and future impact in the education-employment ecosystem in Africa. I am considering moving my career towards this space, specifically around supporting to bridge the skills gap through better coordination and policies with employers and educators, and whilst I am super excited about this possibility, I just want to make sure I have enough information to make an informed decision.

Would you be available for a 30-minute chat within the next 2 weeks? Let me know which days/times work for you and I can send a meeting invite. I am happy to move my schedule around to accommodate yours.

Really excited that I get an opportunity to speak with you and am looking forward to the chat.



Cold outreach asking for an introductory meeting [Version 1]

Dear [Mr. Smith],

I hope this message finds you well. My name is [NAME], I am a [what you do]. I am exploring opportunities in John[If you can find someone to refer you] thought you would be a good source of information about the [career] scene in Africa, upcoming jobs in the field, and other people I might contact.

I'm hoping you might have 15 to 30 minutes to e-meet with me in the next few weeks. Please let me know if this might be possible and what dates and times are most convenient for you. I look forward to hearing from you. I promise -- I am simply collecting insider information. This isn't an unsubtle attempt to market myself for a job. I won't even bring a copy of my resume unless you think it would be helpful for the discussion.

Thanks,

[Your Name]

[Include LinkedIn Profiles]

INSERT A BULLETED LIST OF DATES AND TIMES - remember the time difference



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Cold outreach asking for an introductory meeting [Version 2]

Hi [NAME],

I hope this message finds you well. My name is [NAME], I am a [what you do], and I'm reaching out today because I've read up on your career and the work you've done with [A SPECIALTY OR PROJECT YOU LEARNED ABOUT IN YOUR RESEARCH], and I was hoping to learn more. Would you be willing to hop on the phone for 20 minutes to discuss your career so far and some insight into your industry? I am really considering switching to [THE CAREER] - it's a really big step for me and I am just trying to ensure I have enough information on it. I promise -- I am simply collecting insider information. This isn't an unsubtle attempt to market me for a job. I won't even bring a copy of my resume unless you think it would be helpful for the discussion.

INSERT A BULLETED LIST OF DATES AND TIMES - remember the time difference



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Cold outreach asking for an introductory meeting [Version 3]

Dear [Mr. or Ms. Last name],

My name is [your name]. I am a [what you do], and I am reaching out to you to request a very small bit of your time (as little as 20 minutes) for an informational interview. My goal is to learn as much as possible about [the topic you want] because I am seriously considering moving my career in that direction -- a big step for me.

I am seriously considering making a change from [what you do now or where you work] to [the topic you want to discuss]. Before I make that change, I need to understand much more about what is involved. My goal is to learn the culture, style, opportunities, hazards, and future for employment in this field. As an acknowledged expert in this field, I would love the opportunity to discuss it with you.

If you have some time to spare in the next 2 weeks, I hope we can have a zoom call. I appreciate any time that you can share with me.

I promise -- I am simply collecting insider information. This isn't an unsubtle attempt to market myself for a job. I won't even bring a copy of my resume, unless you think it would be helpful for the discussion.

Thank you very much for agreeing to provide this help. I greatly appreciate your kindness and generosity!

Please let me know if there is anything I can do for you in the future

INSERT A BULLETED LIST OF DATES AND TIMES - remember time difference.



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Reminder email following a warm/cold introduction

[when the person goes quiet]

Dear John,

I am just bringing this to the top of your inbox in case you missed it earlier in the week/month. I realize that you are most likely incredibly busy, so I am happy to schedule a call with you at any time, even if it falls outside regular office hours or on a weekend if that makes it easier for you.

Do let me know when it works for you and I will send you a meeting request.

Thanks in advance



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Thank you email following an informational interview

Hi John,

Thank you so much for taking the time out of your busy schedule to talk with me; our conversation gave me a ton of clarity on where my current skills are best suited and the next step in my career. I don't think I had given sufficient thought [add something about the conversation], and I will definitely do some reading and learning here.

Depending on the call, decide which of following to use...]



- [If they agreed to make some introductions] - You mentioned you were happy to introduce me to the team at [add company name and or person], thanks for that, you can use the note below to make the introduction if it helps.
- [If they told you something about themselves and you want to add value to the connection] - You mentioned you love trying new foods. Saw this group organizing food tours around Nairobi. Here's one where they take you to a few traditional restaurants: [link etc]
- [If they gave you suggestions of companies and or people to reach out to] - At your suggestion, I reached out to some people I am connected to at [add company name] and I am really looking forward to the conversation. If you think of any other organization/person that might be interesting to speak to, do let me know. Once again, please let me know if there's anything I can do to return the favour!

I will follow up with you to let you know how the rest of my quest goes!

I look forward to staying in touch.

***** (note to use if they agreed to make an introduction)

I would like to introduce you to James Mwangi, who is currently working with SNV in Kenya. James has over 2 years in (add your general experiences). A major part of his experience has been supporting organizations (add your key experience specific to that kind of role/industry you are in interested in .)

James is looking to grow his network and meet other like-minded professionals in (add industry) and I thought it would be great for the two of you to connect.

Hope you two get to connect soon! Over to you James!



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