

Script Ideas for LinkedIn when reaching out via InMail

By Randy Hain

One of the biggest challenges I hear from people about using LinkedIn is “What do I say when I reach out to people?” To alleviate that issue, I have developed scripts to be used when communicating via InMail on LinkedIn. These scripts have been tried and work effectively to solicit a response from who you are trying to reach.

_____ -good afternoon. I came across your background on LinkedIn and noticed we have a few things in common including our time at UGA and a shared interest in Habitat for Humanity. I would like to connect with you this week by phone to see if we might be able to help each other. What is the best way to reach you and what days can you chat for a few minutes?

Sincerely,

John Smith

_____ -good morning. I noticed we are both members of the SHRM-Atlanta Group on LinkedIn. I am always interested in connecting with fellow HR professionals in the business world and would like to speak with you in the coming weeks if you are available. How can I reach you by phone?

Thank you,

Bill Johnson

_____ - good morning! I came across your background on LinkedIn today and noticed that we have a few friends in common. Also, I see we both worked for Home Depot at one time. I would welcome a chance to speak by phone this week. I would be glad to make my network available to you and I would like to see if you can assist me with expanding my network. I look forward to hearing from you.

Thanks!

John Smith

_____ -good morning. My research and networking have pointed me towards an open position in your organization that appears to be a great fit. I would welcome an opportunity to speak with you, make a connection and hopefully schedule time to meet. I encourage you to look at my profile to gain an understanding of my background. How is the best way for me to reach you by phone this week? Thanks in advance for your time.

Sincerely,

John Smith

Script for asking for a referral to another person in LinkedIn-Job Seeker

_____ -hello. We haven't spoken in awhile, but I hope all is well with you and your family. I noticed in LinkedIn that you are connected to Bill Thomas, VP of Sales at ABC company. I was recently downsized at my company and would be grateful for an active introduction to Bill. Would you be willing to help me connect with him? Are you up for a cup of coffee to catch up? Let me know what works for you. Thanks in advance for your help.

John

Script Ideas for connecting to a business development lead on LinkedIn

_____ - good morning. My name is _____ and I came across your profile on LinkedIn. I am very interested in your background, especially our shared experience as UGA grads. I also noticed that we both attend churches in the north Atlanta area. Would you be open to a cup of coffee in the next few weeks? What is the best way to reach you this week? I would like to see if we can help each other and look forward to meeting you. My daytime number is (770) 888-8888.

Thank you-

_____ -good afternoon. My name is _____ and I came across your profile on LinkedIn. My firm does a great deal of work in your industry and I would like to make a connection and see if our expertise can serve your needs. I would appreciate an opportunity to connect by phone this week and schedule coffee or lunch. Also, I encourage you to look at my LinkedIn profile to gain a feel for my background. Let me know the best way to reach you this week.

Sincerely,
