

Networking Outreach Worksheet

Four messages to adapt, so reaching out stops feeling awkward.

Fill in the blanks in your own voice. A message that sounds like a template reads like one.

01 Reaching Out to a Potential Mentor

WHO, AND THE SPECIFIC THING YOU ADMIRE

DRAFT

02 Follow-Up After Meeting Someone

WHERE YOU MET, AND WHAT YOU TALKED ABOUT

DRAFT

03 Cold Outreach to a Collaborator

WHAT YOU ARE PROPOSING, AND WHAT IS IN IT FOR THEM

DRAFT

04 Asking for a Referral

WHO YOU WANT INTRODUCED TO, AND WHY

DRAFT

05 Before You Send

- ☐ It is about them before it is about me
- ☐ There is one clear ask
- ☐ It is short enough to read on a phone
- ☐ I have said what happens next