

## LINKEDIN CONNECTION REQUEST (300 CHARACTER LIMIT)

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Hi **[Contact Name]**, I hope you're well. **[Referral Name]** suggested I reach out to you regarding the **[Job Title]** opening at **[Company]**. I'd love to connect and briefly learn more about your experience with the team. Best, **[Your Name]**

## FOLLOW-UP MESSAGE / FULL COVER LETTER

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Dear **[Contact Name]**, I hope you are having a great week. I am reaching out because **[Referral Name]** mentioned you might be the right person to speak with regarding the **[Job Title]** position recently posted. Having followed **[Company]**'s work in **[Industry/Project]**, I was thrilled when **[Referral Name]** spoke so highly of the culture and the team's direction. With my background in **[Your Current Role/Skill]**, I am confident I can contribute effectively to your current goals. I have attached my resume for your review and would appreciate the opportunity to chat briefly about how my skills align with what the team is looking for. Thank you for your time and consideration. Best regards, **[Your Name]** **[Your Phone Number]** **[Your Portfolio/LinkedIn URL]**