

University of Miami Alumni Career Services

Increasing Your LinkedIn Message Response Rate

Often, we seek advice, mentorship, or assistance from those that have experience in a role or area of interest. These conversations are referred to as informational interviews or career chats. Studies show that being **clear and specific** in your ask of someone can greatly increase your chance of receiving a response.

Use the space below to draft a clear and concise message to send to a recruiter, fellow alumnus, a mentor, or industry expert.

Remember to be Clear and Specific!

Who are you as a professional and how you are connected to the individual?

What is the specific reason or goal for sending the message?

What is your ask of the individual?

What is the time commitment you are requesting?



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Example

Who you are as a professional and how you are connected:

Sam Smith, '97 University of Miami graduate, seeking career change from law to athletic compliance

Both members of the University of Miami Alumni Association LinkedIn group

The specific reason or goal for the message

I saw the article posted in the University of Miami Alumni Association LinkedIn group regarding the NCAA compliance updates for next year and was intrigued

Your ask of the individual

Phone call regarding his career path in athletic compliance

The time commitment you are requesting

10 minutes

Example Message

“Good afternoon Sebastian,

My name is Sam Smith and I am a '97 graduate looking to make a career change from law to athletic compliance. I saw the article you posted in the University of Miami Alumni Association LinkedIn group regarding the NCAA compliance updates for next year. Your comments on the matter were very intriguing and insightful. If you have time, would you be willing to chat on the phone with me for no more than 10 minutes regarding your career path in athletic compliance?

Thank you and Go 'Canes!

Sam”



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