Having a professional networking template to help you easily and quickly network with individuals you know and don't know, can help you take advantage of opportunities when they arise.

Reach out to individuals you don't know but are in similar career fields, industries, roles you are interested in, and community groups. Make sure your professional profiles are up to date.

Unknown Contacts

Hi/Hello [First Name],
I noticed you are in [group, interest, career field, industry, location, etc.] which is something [we have in common, something I am interested in, a place I also serviced, an industry I hope to learn more about] and I wanted to connect. I hope all is well and I look forward to getting to know you better. Thank you for connecting and have a great day!

Best regards,
[Your Name]

Personal Contacts

Hi/Hello [First Name],
How have you been? I wanted to connected as I noticed you on [LinkedIn, professional group, community group, other networking site]. I look forward to staying in touch and sharing information. Have a great day!

Best regards,
[Your Name]