



# NETWORKWISE

WITH ADAM CONNORS

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## Guide to Reestablishing Relationships in Your Network

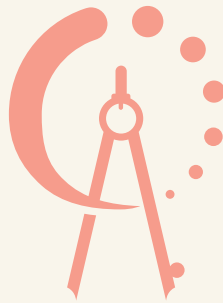


Reconnecting with contacts from your past that you may have lost touch with is an effective way to grow and develop your network.

You should also consider other people from your past that you may not have been close with initially, but now realize how valuable it would be to build a relationship with them.

The templates provided here will help you craft the right message to get you on the right track to restoring these connections.

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Most people lack confidence, think they may have been forgotten about, or are just downright shy about following up with old contacts. The irony is that the act of rekindling “dormant ties” is typically very well received – and almost always appreciated! And utilizing these templates will steer you in the right direction and help build your network.

The following can be used as a guide to write a personal note that demonstrates your desire to reestablish a connection – or help you reach out to a person from your past that you may not have had a previous relationship with but share a common bond. Customize the message appropriately to fit your needs, mention as many specific details as you can, and ALWAYS include your contact information! You can save each one as a “draft” in your email and then tailor it before sending.

## Now... let's get connected!

# EMAIL TEMPLATE #1:

Use this to reconnect after a long lapse in time

This can apply to: a friend, fringe friend, relative of a friend; family member; ex-colleague; professors, sorority/fraternity members, fellow alumni; a faith-based contact; a person from your neighborhood or an association, a service-provider or referral; or a contact you met through a hobby or networking group.



Email Subject Line: **It's Been Too Long**

Hi <Insert Name>:

I was doing <Insert description of an action> and it made me think of you. What are you up to these days?

I've been <Insert updates on your career / life / successes / other action that is relevant>.

I'd like to have the opportunity for us to catch up; I value the relationship we shared and would like to rekindle it. I take full responsibility for dropping the ball at keeping in touch and have been making a conscious effort to improve upon this. That said, if our worst-case scenario is reconnecting, then I'll take it!

Hope you are doing well, and I look forward to hearing from you.

Make it a great day!

<Insert Your Name>

<Insert Your Email>

<Insert Your Phone Number>

# EMAIL TEMPLATE #2:

Use this to reconnect after a long lapse in time

This can apply to: a friend, fringe friend, relative of a friend; family member; ex-colleague; professors, sorority/fraternity members, fellow alumni; a faith-based contact; a person from your neighborhood or an association, a service-provider or referral; or a contact you met through a hobby or networking group.



Email Subject Line: **It's Been Too Long**

Hi <Insert Name>:

I was doing some thinking about people in my life that have had an influence or inspired me in a special way and thought of you. I wish we hadn't lost touch!

I was wondering if you remembered that time <mention a funny story, or an activity you shared or write about a class you took together/they taught you in, a sport you played, or something you had in common>.

I'd like to have the opportunity for us to catch up; I value the relationship we shared and would like to rekindle it. I take full responsibility for dropping the ball at keeping in touch and have been making a conscious effort to improve upon this. That said, if our worst-case scenario is reconnecting, then I'll take it!

I hope you're doing well and look forward to hearing from you.

Make it a great day!

<Insert Your Name>

<Insert Your Email>

<Insert Your Phone Number>

# EMAIL TEMPLATE #3:

Use this to reconnect with an acquaintance from school

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This can apply to: a friend, fringe friend, relative of a friend; professors, sorority/fraternity members, fellow alumni; a contact you met through a hobby or networking group.



Email Subject Line: **Former Acquaintance From <Insert name of school>**

Hi <Insert Name>:

I can't believe we haven't talked in years!

In case you don't recall, we both went to / I was in your class at <Insert name of school>. I usually sat <or mention something that will trigger their memory or a funny story that happened in class, or about something else you had in common>.

Hope you've been well! I would like to reconnect and have the opportunity for us to catch up.

I look forward to hearing from you.

Make it a great day!

<Insert Your Name>

<Insert Your Email>

<Insert Your Phone Number>

# EMAIL TEMPLATE #4:

Use this to connect with someone new from school

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This can apply to: a fringe friend or relative of a friend; sorority/fraternity members or fellow alumni; a contact through a hobby or networking group.



Email Subject Line: Fellow Graduate of <Insert name of school>

Hi <Insert Name>:

I don't recall us ever formally meeting, but we're both an alumnus of <Insert name of school>. I was <X amount of years ahead / behind you, a senior when you were a freshman, or mention something you had in common>.

I understand that you went on to become a <Insert name of profession>, I was hoping to connect with you and learn more about this! Can I pick your brain for any information or wisdom you could impart?

I look forward to hearing from you.

Many thanks in advance!

<Insert Your Name>

<Insert Your Email>

<Insert Your Phone Number>

# EMAIL TEMPLATE #5:

Use this to connect with a former colleague you didn't know well

This can apply to: an ex-colleague, service-provider, or a referral.



Email Subject Line: Former Colleague at <Insert name of school>

Hi <Insert Name>:

In case you don't remember, we both worked at <Insert company name>; you were in Sales while I was in Operations. It's my understanding that you went on to be a <Insert name of profession> and I was hoping to learn more about this!

Can I pick your brain for any information or wisdom you could impart? I would like to treat you to a lunch or a cup of coffee. If not, a few minutes for a phone call would be great.

I look forward to hearing from you.

Many thanks in advance!

<Insert Your Name>

<Insert Your Email>

<Insert Your Phone Number>

# EMAIL TEMPLATE #6:

Use this to reconnect with someone and request their help

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This can apply to: a friend, fringe friend, relative of a friend; family member; ex-colleague; professors, sorority/fraternity members, fellow alumni; a faith-based contact; a person from your neighborhood or an association, a service-provider or referral; or a contact you met through a hobby or networking group.



Email Subject Line: It's Been Too Long

Hi <Insert Name>:

I can't believe we haven't talked in years! And it turns out that the first correspondence we've had in so long is actually rooted in a request for your assistance.

Currently I'm interested in making a career transition towards <insert name of industry/job role> and <remembered / was informed / looked you up and noticed> that not only are you in this industry ... but have excelled in your field.

I take full responsibility for dropping the ball at keeping in touch and have been making a conscious effort to improve upon this. That said, if our worst-case scenario is reconnecting, then I'll take it!

Can I pick your brain for any information or wisdom you could impart about <insert name of industry/job role>? I would like to treat you to a lunch or a cup of coffee, and hopefully learn more about your success and see if you can offer any advice. If not, a few minutes for a phone call would be great.

I look forward to hearing from you. Many thanks in advance!

<Insert Your Name>

<Insert Your Email>

<Insert Your Phone Number>





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### TOP TIPS

When you get a response, keep the conversation going with these examples:

- What's new since we last spoke / hung out?
- Get me up to speed, what's been going on in your life?
- What is new with work / your career since we last caught up?
- What is new with the family?
- Has anything significant happened in your life since we last spoke?



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