



Hey boss!

Here's my handy template for securing a meeting with a VIP.

Please feel free to use it for your own personal job search purposes, but this worksheet is not for commercial distribution.

Learn more about using this email strategy in Episode 07 of the Bossed Up Podcast here: www.bossedup.org/episode07.

I hope it helps you network like a boss!

xo,
Emilie

Subject Line:	
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- Is it as short as it can be?
- Did you name-drop a mutual friend?
- (Optional) Did you include the recipient's name?

Opening Intro	
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- Did you introduce your name?
- Did you say how you learned about them?
- Did you state your current career goal?

The Ask	
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- Did you ask for a clear, small (30 min or less) amount of time to talk?
- Did you provide 3 options for times that would work for you (in bullet point form)?
- Are those times *at least* 1 week out from today?
- Did you suggest a convenient place to buy them a coffee?
- Did you make it clear your request is time-sensitive?



I like using these phrases:

“I’ll be in your neighborhood next week...”

“I’m in town next week...”

“I’ll be at the [NAME] Conference, too and...”

The Closing	
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- Did you tell them you’re attaching your resume?
- Did you actually attach it or link to it?
- Did you thank them for their consideration?
- Scan your email and eliminate unnecessary apologies, self-deprecation, or unnecessary information for brevity.

You’re ready to send, boss!

Fire away!

When you inevitably don’t hear back on your first attempt...

Hit “reply all” on the same thread and use this:

The Bump-Up	<p><i>Hey [FIRST NAME] -</i></p> <p><i>I wanted to be sure you saw my email from earlier in the week (below).</i></p> <p><i>I’d love to connect while I’m in town if schedules allow!</i></p> <p>[INSERT YOUR FORWARDED EMAIL HERE]</p>
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