

Write a Conversation Request that Connects

85% of jobs are found through people, not online job postings. People love to share their experience when asked, so ask! Send someone new a conversation request that really connects.

Conversation Request Email Formula: Top 3 Things to Get Right

About Me

About Me

Your contact wants to get to know you, not your resume. Share something memorable about yourself to show your contact that you're a real person. What makes you, you? Tell them.

How We Know Each Other

My Career Interest

Why You

You picked them, and they want to know why. Tell them what you believe they offer that's valuable to you. This ensures that a conversation is worthwhile, and is flattering.

Why You

Ask

Ask

People want you to ask! They want to see your ask quickly as they scan the email, so don't make them hunt for it. Underlining a one-sentence ask helps them see it easily.

Scheduling

Conversation Request Email Formula Examples

About Me: *"My name is Tawanna Liu and I am a graduate of Ridgeview University, 2013. I'm currently a design engineer at a med-tech company. Besides work, I write music and perform in a local band."*

Why You: *"Given your recent experience, I thought you might have some practical advice and knowledge of the hiring process."*

Ask: *"Would you be willing to have a 30-minute conversation with me in the next two weeks to share your thoughts?"*



Use MANGO's FREE Email Builders to write conversation request emails without the guesswork.

Pro Tips



Hassle-Free Scheduling

Don't play email tag. In your first email, include a suggested date, time, and location so that your contact can reply with one click.



Coffee?

Phone calls are okay, but meeting in-person is better. Ask about a coffee shop near them, or offer to come to their work location.



Two-Week Window

Asking for time in the next two weeks conveys urgency to your contact. Offer at least three date/time options to start.