




Professional Communication Examples

Not sure what to say? Use the sample language below to excel in your next professional encounter. Top three tips: Be yourself, use proper grammar in a professional environment, and show your appreciation/excitement as it applies.

Networking/Informational Interviews



An informational interview is a networking strategy in which you ask a professional questions about their industry or job position. It is a great way to gain knowledge about a career field you are exploring and informational interviews can also lead to an internship or job opportunities! [Read more](#) about this topic.

<p>Requesting an Informational Interview</p> 	<p style="text-align: center;"><i>Start with who you know, Your Contacts!</i></p> <p>How have you been? I have always valued your opinion, and I have been so impressed in how your career has evolved in [insert industry or field]. I have been exploring career options and I keep coming back to [insert field], but I would love to hear more about the day to day rewards and challenges from a trusted professional in the field.</p> <p>Would you have 15-20 minutes sometime in the next two weeks to share with me some of your thoughts about the [insert the field]? I know you are incredibly busy, so if now is not an ideal time, I completely understand. However, if you are free, please send me some date/time options for when we can meet [in person, via zoom, over the phone, etc.]. Thank you in advance for considering this request. I look forward to hearing from you.</p>
<p>Do you know anyone working in...field?</p> 	<p style="text-align: center;"><i>Your Contacts</i></p> <p>I hope you have been well! I am reaching out to share great news- I will be graduating this May! I am still exploring my options post graduation; which is one of the reasons I am reaching out to you. I am exploring the [insert field] and I was wondering if you know anyone currently working in that field that you would be willing to introduce me to?</p> <p>I am interested in learning more about the skills required in the field, entry points, etc. so I promise not to ask your contact for a job. If anyone comes to mind, I would be so grateful for an introduction. Regardless, we should catch up sometime soon. I would love to hear about updates in your world.</p>
<p>Referrals</p> 	<p style="text-align: center;"><i>New Contacts</i></p> <p>I am reaching out to you to request a very small bit of your time for an informational interview. I was referred to you by [person in common, LinkedIn group, or highlight the commonalities you share- UMD alumni] as someone who has great knowledge of [insert area].</p> <p>My goal is to learn as much as possible about [topic you want] as I am exploring it as a career field. I would be so grateful to have the opportunity to discuss it with you. If you have some time in the next two weeks, would you be available to meet or schedule a time to chat over zoom/phone?</p> <p>I understand that you must be so busy, so if this is not a great time for you, I completely understand. Thank you in advance for considering this invitation. I greatly appreciate your kindness and generosity!</p>

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Networking cont.

<p>Follow-up after an Informational Interview</p>	<p>It was a pleasure talking to you yesterday. I truly appreciate your time and the thoughtful insight you shared with me on <i>[insert topic]</i>. I will definitely be implementing <i>[reflect on something the contact suggested that you plan on using/following through with]</i>.</p> <p>I look forward to staying in touch with you. I will keep you up-to-date on my progress. Please do let me know if you ever need anything.</p>
<p>Announcing that you are open</p> 	<p><i>Your Contacts</i> SUBJECT: Updates from <i>[insert name]</i></p> <p>I hope things are well in your world. I am reaching out to share some great news. I will be graduating from UMD this semester! I hope to stay in the DMV area working in the <i>[insert field]</i>. If you hear of any openings or know professionals working in that field, thank you in advance for sharing those with me. I look forward to catching up with you soon.</p>
<p>Sharing success</p> 	<p>SUBJECT: I landed a position- thank you for your support!</p> <p>I am thrilled to share that I will be working at <i>[insert organization name]</i> in the role of <i>[name of position]</i> as of <i>[date]</i>. Thank you so much for all of the support and advice you shared with me over the past couple of months. I am so grateful for your willingness to introduce me to professionals in the field, it made a huge impact in my search and direction.</p> <p>Please let me know if there is anything I can do for you in the future. I look forward to staying in touch.</p>

Requesting References

The term reference usually refers to a conversation or letter between a hiring professional or admissions counselor, when you're applying for a job or graduate school. Request references from include a past supervisor, volunteer coordinator, professor, coach, etc. [Read more](#) about this topic.

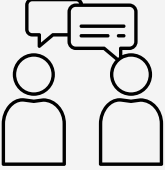


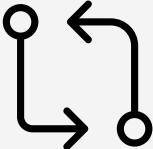
<p>Professional reference</p> 	<p>Thank you so much for the opportunity with xyz. I have grown so much in the position, and the projects that I had the opportunity to work on were exceptional. I especially appreciated your guidance and support. I am currently in a job search, so I was wondering if you would serve as a positive reference for me? If you are willing, please reply with the contact information that would be most convenient for you for me to share with employers. Thank you so much!</p>
<p>Academic reference</p> 	<p>I hope you have enjoyed the summer! I am reaching out to you to ask if you would be willing to be a recommender in support of my graduate school applications? I would be so grateful if you had time to write a couple of recommendation letters on my behalf. I anticipate you having several experiences to reflect upon in the recommendation letter, as I have completed two courses with you, including one that included a 10-page research paper; which I learned so much from.</p> <p>Let me know as soon as your schedule allows if you are able to be a positive recommender for me. Once I hear back from you, I will share my resume, a list of experiences I have had in your classes, a list of the programs/deadlines I am applying to, and application instructions.</p>

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Career Fairs/Recruiting Events





It can be daunting to walk up to a recruiter at a career fair. Here are some examples of ways to speak with recruiters at these events, and possibly get a job from it. [Read more about this topic.](#)

<p>Introduction</p> 	<p>Thank you for being here today! My name is _____. I'm a (junior, etc.) at the University of Maryland majoring in _____. My interest in _____ has developed through _____ (i.e., describe internships, in-class projects, part-time work experiences, etc.). My interests led me to complete a <i>[insert some experiences: 100-hour internship related to Human Resources, researching discrimination claims, assisting payroll with paperwork and developing questions for employee interviews]</i>. The internship strengthened my <i>[insert skills in demand by the employer: analytical, problem-solving and communication skills]</i> and confirmed that I'm very interested in going into the field post-graduation.</p> <p>"Can you tell me more about your Human Resource Department or suggest a colleague I may speak more with?"</p>
<p>Questions to ask Recruiters</p> 	<ul style="list-style-type: none"> • I see that x, y, and z skills are important for the XX internship position, can you tell me any additional skills you look for? • What is a typical day like in the XX position? • Is there a hiring timeline for the XX position? • Is there a skill set that most applicants are missing? • What do you enjoy about working with this organization? • What type of education and experience do you need to remain successful in this field?
<p>Moving the conversation forward</p> 	<ul style="list-style-type: none"> • Are you taking resumes today? <p><i>If no:</i> What is the best way to stay on touch with you or to be alerted of your next opening? <i>If instructed to apply online:</i> Great advice. Can you describe what happens to my resume when I submit it online? I will let you know when I have completed the application.</p> <p>May I have a business card so we can stay in touch? <i>No business card:</i> May I look for you on LinkedIn and connect? <i>Recruiter doesn't share info:</i> I completely understand. Thank you for the information you provided today. I am looking forward to applying to the <i>[insert position title]</i>.</p>
<p>Follow-up</p> 	<p>SUBJECT: Thank you- UMD Career & Internship Fair (financial analyst internship program)</p> <p>Thank you again for attending the University of Maryland's Career & Internship Fair on <i>[insert date]</i>. I really enjoyed learning about the <i>[insert position title]</i> and was surprised to find out that I already have the required skills- <i>[insert a couple of skills they mentioned were required]</i>. I will contact you in the summer as we discussed, to inquire about your fall intern needs. I attached my resume as requested. Thank you again for sharing this information, and I look forward to staying in contact.</p> <p><i>Sending a LinkedIn connection request- sample wording</i></p>

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Interviewing: Scheduling




<p>Returning a voicemail</p> 	<p>Good afternoon, [name]. My name is Xyz and I received your message earlier today regarding xyz (i.e. scheduling an interview). I look forward to talking with you soon. I will be available on Tuesday morning and Wednesday anytime after 1 pm. Please feel free to call me then to discuss next steps or let me know if that may fit into your interview schedule. Once again my name is xyz and I can be reached at 000-000-0000. I am also available via email at xxxx@umd.edu. I look forward to hearing from you soon.</p>
<p>Returning an email</p> 	<p>I am delighted to accept your interview invitation for the [insert position]. I pasted my availability below for the phone interview. Please let me know what date/time works best with your schedule. [offer times]</p> <p>Additionally, could you share with me who I will be meeting, and how much time I should reserve for the meeting? Thank you again for reaching out. I look forward to learning more about the position and how I can positively contribute to your team. I can be reached anytime at [your phone number] if you have any questions.</p>
<p>I never heard back</p> 	<p><i>Checking in after applying/interviewing.</i></p> <p>It was a pleasure to have met you on [insert date] to discuss the [insert job title]. Thank you again for sharing more about the position and for the opportunity to share how my [insert two to three skills that are essential to the position] would be a perfect fit for the position.</p> <p>I am confirming my continued interest in the position. Please let me know if I can provide you with any additional details on my work experience. For quick reference, I have included my LinkedIn profile [hyperlink].</p> <p>What is your expected timeline for filling the position? I look forward to hearing from you soon.</p>
<p>In-Person Interviews</p> 	<p>Tips for making a great first impression: The Handshake</p> <ul style="list-style-type: none"> • Firmness: Strike a balance between being firm and not overly strong. Aim for a grip that feels connected yet controlled. Applying pressure like what you would use to turn a doorknob. • Eye Contact: Establish direct eye contact during the handshake. Align your face and shoulders towards the other person, to inform them that they have your complete attention. This signals sincerity and attentiveness. • Duration: Keep the handshake brief, ideally lasting around 2-3 seconds, with one or two gentle up and down shakes. <p>Attire: Review the Feller Center's Dress to Impress guide to determine what attire is most appropriate for your next professional situation. Professional attire trends vary by industry and the occasion, so determine first what the expectation and norm is for that culture. Remember, wear what makes you feel most comfortable – when you feel good, you'll come across as more confident!</p>

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Negotiating

Once you've successfully interviewed for a position, you'll want to maximize the benefits you get. Review the sample wording below. [Read more](#) about this topic.

<p>During the Interview</p> 	<p>When asked about your salary requirements:</p> <ul style="list-style-type: none"> • I would like to know more about the position and the benefits before discussing salary. • Would it be possible to discuss the growth potential for this position before discussing salary? • Salary is not my main motivator. But I would like to know more about... • I think we can come to an agreement about the benefits package. I have researched your benefits and from what I found online, I don't think it will be a problem...The thing I am really curious about is how will success be measured in this position? <p>If pressed for a specific number:</p> <ul style="list-style-type: none"> • How much do you have allotted for the position? • My salary request is ??-?? based on xyz (insert your accomplishments). However, I will consider any reasonable offer. <p>If the salary benefits don't meet your expectations:</p> <ul style="list-style-type: none"> • Do you have any flexibility on the ____ (insert salary, start date, etc.)? • Is that salary negotiable? Tell me more about the remote work days? • I am very excited about this offer. Based on my research of the average salary for a professional with my skills and educational background, the range is \$55,000-\$63,000 and I was hoping we could land somewhere at the top of the range. • How close can you get me to ___? • I was really hoping for closer to ___. (then silence!)
<p>After receiving an offer</p> 	<p>Phone call or email wording:</p> <ul style="list-style-type: none"> • I am very interested and excited about this offer. Could I respond to you on Tuesday with my final answer? I just need a day to review the benefits closely. <p>Be prepared with questions to pose if the employer calls you with an offer:</p> <ul style="list-style-type: none"> • Where can I find the benefits to review? • Does the final salary include the bonus we discussed? • Is the ___ telework day flexible, or would it be the same day of the week each week? • What would be the official start date? • Who would be my direct supervisor? • Can you tell me more about _____ [what you value here]?
<p>Accepting a job offer</p> 	<p>If the employer does not send you an offer letter. Organize the agreed upon details in an email.</p> <p>I am thrilled to formally accept the [insert job title] at [insert organization name]. I have pasted the details we discussed over the phone below. Please confirm receipt of this email.</p> <p>[Highlight the following: Start date, salary, supervisors name, vacation days/remote schedule, and any other agreed-upon terms to ensure clarity.]</p> <p>Please reach out to me via phone or email if you need any additional information from me before my start. I look forward to working with you!</p>