

**Title**

Get Reconnected: Looking for a Job

Description

Reach out after a long disconnect for help finding a job.

E-mail subject line

[Michelle]: seeking a new position—can you help?

E-mail body

Dear [Michelle],

I hope this note finds you well—it's been, what, six months since we last connected? I take it you're still enjoying those mild North Carolina summers ... I know how you dreaded sweltering in Florida for all those years.

[Michelle], I know you're busy so I'll get right to the point. I'm on the hunt for a new position—preferably an [executive-level] opportunity in the [software industry], but I'm open to other possibilities. If you happen to know of any current or upcoming job opportunities that might be a good fit for me, by all means, please let me know.

Also, would you mind sending a note out to people in your network you think might also be able to help? My resume is online at [link to your resume]; I also have it available in various formats (Word, pdf, text) if you or your colleagues would like me to forward it along.

Thanks, [Michelle]. I really appreciate your help. If there's anything you need or connections you'd like me to help you make, please do let me know.

Warm regards,

[Jane Doe]