



**Title**

Job-Seeker Introduction

**Description**

Introduce two colleagues—one of whom is hiring, one of whom is looking for a job.

**E-mail subject line**

Connection—Ken Gilmore, Alan Fun

**E-mail body**

Gentlemen,

I pride myself on thoughtful introductions. Unfortunately, this will not be one as I'm incredibly busy right now. But I still believe this connection will be worthwhile—for both of you!

Ken, meet Alan Fun. He is someone for whom I have great personal and professional respect. He's done everything from [journalism] to [creative] to [leading strategic communication initiatives] in [small and mid-sized] companies. We worked together [at Acme company in 2000 and 2001], before which he'd [had his hand in a few entrepreneurial ventures]. Today, Alan is [head of strategic communications at XYZ]; he's the first person I thought of when I saw your [marketing communications] job description. You can find [Alan] on LinkedIn at: [enter URL of LinkedIn profile].

[Alan, Ken Gilmore] is a colleague I met over a [year ago] through [a CEO organization of which we're both members—Vistage]. [Ken] is the next [Bloomberg]. His company, [Business Services, Inc.], is in rapid-growth mode and is creating meaning out of [aquifer streaming] data. Every story I read now in [Fortune] and other major publications seems to cite his company's work. He is looking for a [senior8 communications] executive. I think the two of you should talk. Please feel free to reach out to [Ken], his contact details are below.

Please let me know where this goes.

Warm regards,

[Jane]