

LinkedIn Communications

Sending a direct message to a hiring manager on LinkedIn:

Hi (Name)-

I am (Your Name) and recently, I applied for the Business Resilience Manager position with (Company Name).

Today, I am reaching out to introduce myself as a viable candidate for this position. As a 21-year certified continuity management professional, I bring a wealth of knowledge and hands-on experience with the following recovery/resilience disciplines:

- Program development
- Business Impact Analysis and reporting
- Comprehensive business/systems tabletop exercises, developing, and facilitating
- Crisis Management tabletop/simulation exercises, developing and facilitating
- Business and Systems recovery plan development and maintenance
- Comprehensive lifecycle program reporting, including analysis, maintenance, and testing
- Crisis Management Team Planning, Testing and Communications
- Pandemic response and remediation

Going forward, I would like to secure an interview with (Company Name) for this position. I know that I can contribute to the fast-growing (Company Name) and deliver on the agenda of enhancements needed to create a best-in-class program.

I look forward to hearing from you and am excited about this opportunity.

Thank you for your time!

Regards,

(Your name)

(Your Email)

(Your Cell Phone)

(Your linked in URL)

(Attach Resume PDF and where applicable, work samples)

Message to HR contact after interview:

Hi (Name) ! It was a pleasure speaking with you and the team on (Date).

I look forward to putting my knowledge and experience to work for (Company Name). The (Company Name) values and mission are in alignment with my personal mission, which guides us through the path of success.

Thank you again and I'm excited to hear from you soon!

Regards, (Your Name)

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Message to hiring manager after interview:

Thank you for the opportunity to speak with you about the position at (Company Name).

I know that I have the skills and expertise to contribute greatly to the maturity of the Crisis Management and Business Recovery program.

I look forward to speaking with you further regarding opportunities for this position.

Regards, Your Name