

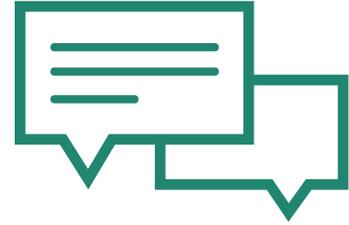
Career Script Toolkit

FOUR SCRIPTS EVERY PROFESSIONAL NEEDS IN THEIR BACKPOCKET



Overview

AND BREAKDOWN



I. Digital Networking Script

Use this script when reaching out to a cold contact. A cold contact is someone you've never met before or been introduced to but would like to get to know and have in your network. This is great if you're looking to pivot careers or want to work at a specific company. This is most often done via LinkedIn, but can also be done via email, messenger, etc.

II. Cover Letter Script

This cover letter will help you sound confident without being flamboyant or conceited. Simply fill in with the relevant information and you're good to go! Pro-tip: look at the job description and company values/mission to find keywords and soft skills you can use!

III. Declining the Offer Script

Not every job offer that comes your way is the right fit; sometimes the best decision is to stay put where you are. Or maybe you were just interviewing to see what was out there. This script will help you do just that while maintaining your professionalism and expanding your network.

IV. Resignation Letter Script

Quitting is never easy and can sometimes burn bridges. It's a situation that should be handled delicately. Use this script to make sure you keep all bridges intact while sticking to your boundaries.

I. Digital Networking Script

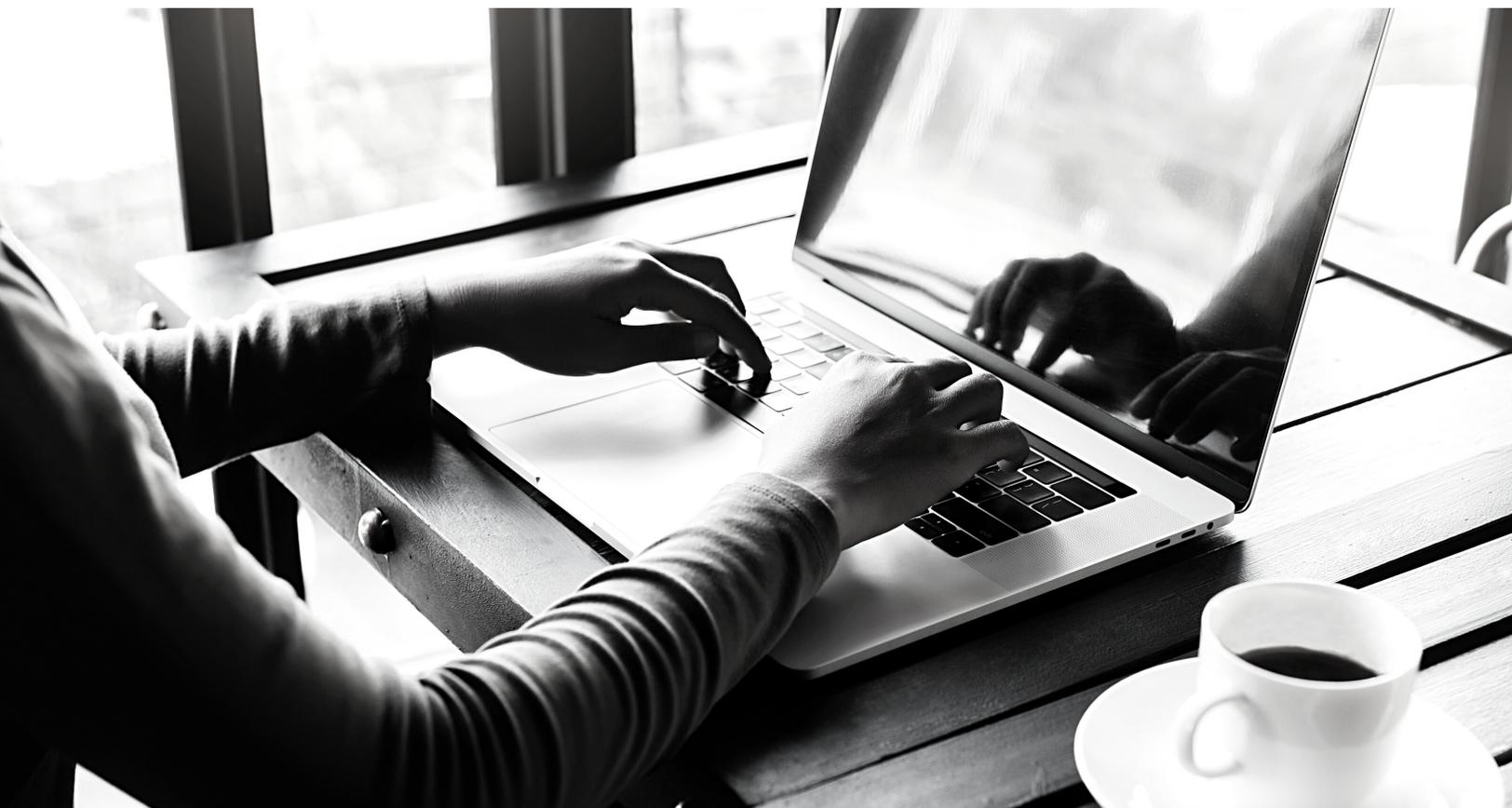
Hello, my name is **[NAME]**. I am currently an **[YOUR ROLE]** for **[YOUR ORG/COMPANY]**. I'm looking for opportunities to **[NETWORK/TRANSITION/LEARN MORE ABOUT/ETC]** into **[RECEIVER'S INDUSTRY = YOUR GOAL INDUSTRY]**.

I came across your profile **[HOW YOU FOUND THEM; ex: A COLLEAGUE, LINKEDIN SEARCH, ETC]**. I see that you're a **[THEIR ROLE + INDUSTRY/ORG]** with a similar background to mine. I'm curious to learn more about your trajectory; would you be open to a quick chat sometime next week?

If so, here are a few times I'm available: **[LIST OUT 3-5 OPTIONS]**. Let me know your preference. If you don't have time to talk, I appreciate any tips you can send my way.

Thank you so much for your time. I'm looking forward to staying connected!

All the best,
[YOUR NAME]



II. Cover Letter Script

Dear **[NAME]**,

I am writing in regard to your job opening of **[TARGET ROLE]**. As a candidate with extensive experience in **[JOB TITLE/FUNCTION]**, I am highly skilled in **[HARD/TECHNICAL SKILLS RELEVANT TO JOB]**. My solid background in **[SOFT/PEOPLE SKILLS]** has allowed me to manage teams with exceptional performance.

The opportunity to join **[ORGANIZATION YOU'RE APPLYING TO]** greatly interests me because **[1-2 REASONS]**. As a holder of **[DEGREES/CERTIFICATIONS]**, I can competently execute **[JOB RESPONSIBILITIES]**. I believe that I would make a valuable asset to your team and I offer my resume for your review.

As per my professional summary, my qualities and experience make me highly suitable for the role of **[TARGET ROLE]**. I am highly regarded for **[TRANSFERABLE SKILLS]** and I am proficient in **[RELEVANT SOFTWARE/TOOLS]**.

Throughout my career, I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for. **[LIST 3-4 ACHIEVEMENTS RELEVANT TO TARGET ROLE THAT SHOW IMPACT]**.

Thus, if you are looking for an organized **[JOB TITLE]** please contact me to arrange an interview. I am best reached by **[EMAIL OR PHONE]**.

I am eager to learn more about how your organization can benefit from my contribution. I thank you for your time and consideration and I look forward to hearing from you.

Regards,

[YOUR NAME]

[THE BEST WAY TO REACH YOU - EMAIL OR PHONE]

III. Declining the Offer Script

Dear **[NAME]**,

Thank you again for the offer of **[JOB TITLE]** at **[COMPANY/ORGANIZATION]**. After much consideration and care, I regretfully decline your offer. I thoroughly enjoyed getting the opportunity to connect with **[INTERVIEWER OR INTERVIEWERS]**. However, at this time, it is not optimal for me to transition into a new position.

I very much appreciate the time and kindness extended to me from you and your team during this process and look forward to remaining connected through our professional networks. I strongly believe in the mission and values of **[ORGANIZATION]** and know that you will find the right candidate for this role.

Again, thank you for your time and support.

Sincerely,
[YOUR NAME]



IV. Resignation Letter Script

Dear **[NAME]**,

Thank you again for meeting with me **[TODAY/THIS WEEK/ETC]**. Please accept this formal letter of resignation from my role as **[YOUR JOB TITLE]** at **[COMPANY NAME]**. My final working day will be **[DAY, DATE, YEAR, ex: "Friday, May 19, 2022"]**.

I have learned a lot during my time here, and I appreciate the opportunity to contribute to such a dynamic team and organization. I am confident that what I have learned here will be of value to me in future roles. Please let me know how I can help make the transition as seamless as possible. In the meantime, I will work to wrap up the following pending projects and deliverables: **[LIST KEY THINGS YOU WILL FINISH]**.

I wish you and **[COMPANY NAME]** all the best and welcome any future opportunities to remain in touch.

Thank you,
[YOUR NAME]



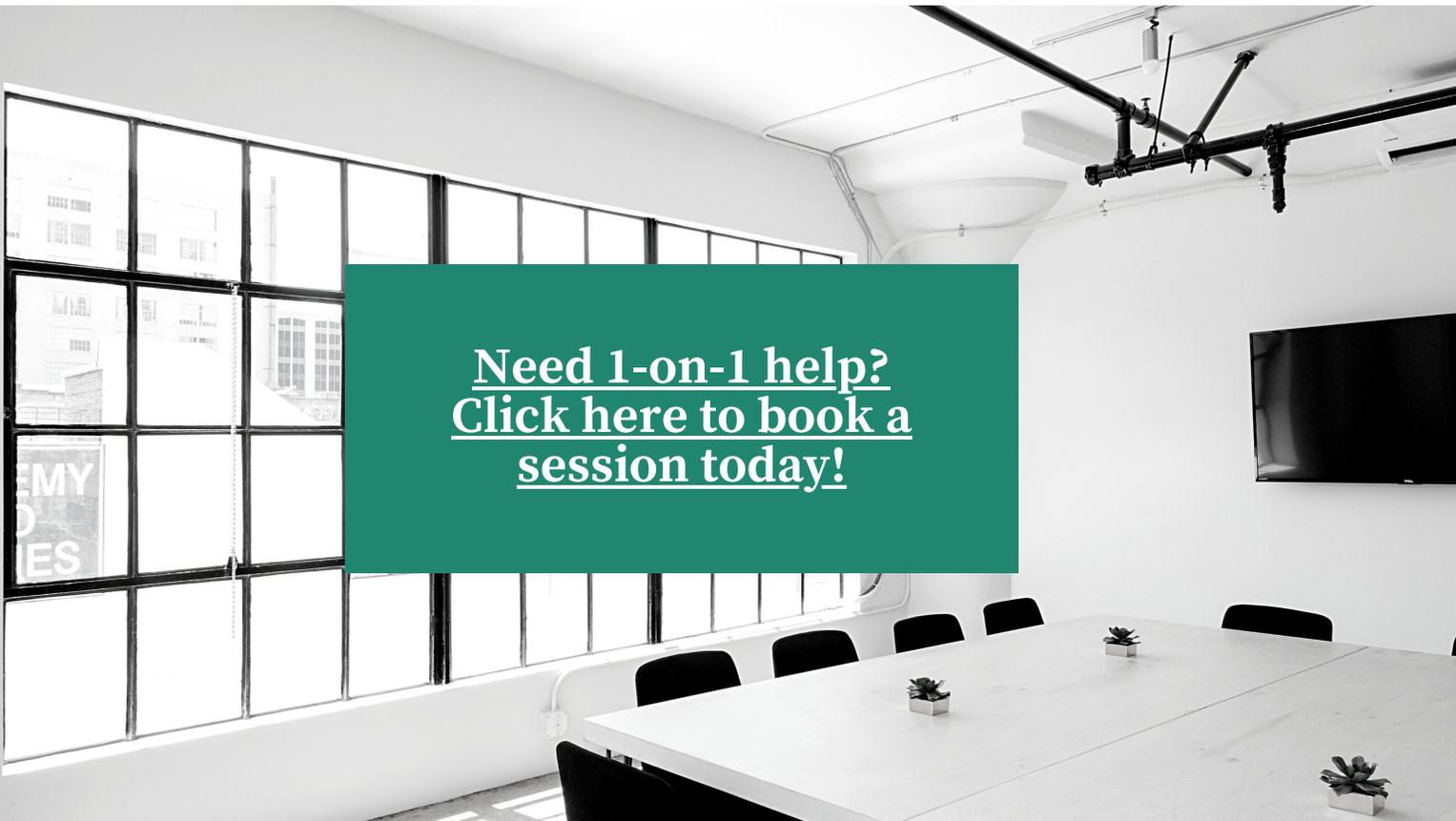
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