



## Suggestions and Sample Scripts for New Clinicians

*Many people ask, How do I meet other therapists? How do I reach out to so-and-so when I've never met them? How do I network? The following are suggestions of how to start a new professional relationship by sending an introductory email.*

### General suggestions

- Make sure there is a professional subject line
- Formally address the recipient
- Briefly state how you found the recipient, who you are, and why you are reaching out
- Spell check
- Edit for grammar
- Keep it short, no more than 5 sentences
- Formally sign your full name

### Things to consider

- This is about building mutually beneficial long-term relationships
- How will this relationship/outreach benefit the recipient?
- How will reaching out to this person help you reach your goals?
- We all have strengths, and if you are hoping to get some of this person's expertise, what do you have to offer them in return (if you cannot compensate them)?
- Consider asking questions via email for the sake of time, especially if they are brief and/or straightforward
- However you came across the therapist/networking opportunity is fine, even if you Google searched a topic or provider and came across this specific person; be honest about why you searched for them and how they inspire you
- Ensure you have done some research about the recipient or topic you want to discuss

### DOs:

- Consider paying for their time or buying their coffee/meal
- Be respectful of their time
- Be professional but kind, warm, and friendly
- Write a thank you note if you meet with the recipient
- Follow up about future ideas
- Provide enough information about who you are and why you are reaching out

### DON'Ts:

- Expect someone to provide you free hourlong consultation or give you all of their expertise
- Use abbreviations or slang
- Assume anything, especially that you know more than the recipient
- Come across as greedy or entitled
- Write too lengthy of an email

*The following are example scripts intended to empower new clinicians to grow their network and support them in initiating conversations with other therapists/professionals. The scripts are just examples and can be tailored to specific scenarios or other industries.*

**Example email introduction to licensed therapist:**

Good morning/afternoon [name],

Step 1: Write how you came across the therapist's name and information

I saw you responded to a Facebook post about [xyz]. // I got your name and contact information from [name], who encouraged me to connect with you about [xyz]. // We have some mutual friends/classmates... // I recently connected with [name/agency] who provided me with your contact information.

Step 2: Write about your education, experience, and current role

I am a [license level] in [city] with [agency].

Step 3: Write about why you would like to connect with the therapist

I was drawn to your practice because of [xyz].

Step 4: Make an ask, to include what you are hoping to get and what you can offer to the therapist

I am wondering if you have time for coffee or a Zoom call to introduce myself further, learn more about your background and expertise, and discuss ways I can [explain how the meeting would benefit the therapist].

Step 5: Respectfully request a response

Please let me know if you are interested, and I look forward to hearing more about you.

Step 6: Sign your name

Sincerely,

[name]

## **Example email introduction to networking opportunity:**

Good morning/afternoon [name],

**Step 1: Write how you came across the therapist's name and information**

I found your agency/organization/information from [xyz]. // As I have gained experience at [agency], I continue to see your [name/agency] on emails and referral lists. // I got your name and contact information from [name], who encouraged me to connect with you about [xyz]. // I recently met with [name/agency] who provided me with your contact information. // I wanted to reach out since we have a client in common.

**Step 2: Write about your education, experience, and current role**

I am a [license level] in [city] with [agency].

**Step 3: Write about why you would like to connect with this person**

I am building my network and want to establish more personal connections with people I am more regularly coming into contact with. // I see that you provide [service(s)], and I would like to hear more about your approach. // I learned [xyz] about you from [name/agency], and I would love to learn more about your offerings. // I currently provide [service] and am looking to expand my skillset to learn/be able to provide [xyz], and your name came up as someone who might be able to provide me with some advice about next steps. // I see you provide trainings about [xyz] and I am interested in learning more about this subject.

**Step 4: Make an ask, to include what you are hoping to get and what you can offer to the therapist**

Are you available for a quick Zoom call to connect about [xyz]? I am also available for coffee if you have time during the week to meet in the community.

**Step 5: Thank the person for their time**

Thanks for your time, and I hope to hear from you soon.

**Step 6: Sign your name**

Sincerely,

[name]