

3 Employee Referrals from External Network Email Template

Template for Reaching Out to Your External Network

Subject: We’re Hiring! Do You Know Someone Great?

Hi [Name],

I hope this message finds you well! I’m reaching out because we have some exciting job openings at [Company Name], and I thought you might know someone who would be a perfect fit.

We’re currently looking for:

- [Job Title 1]
- [Job Title 2]
- [Job Title 3]

If you know anyone who has the skills and experience for these roles, please let me know or feel free to share this email with them. We’re eager to bring on talented individuals who will thrive in our team.

Thank you so much for your help and support. I really appreciate it!

Warm regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

Personalized Outreach Template for Industry Contacts

Subject: Exciting Opportunity in [Industry/Field] — Seeking Your Expertise!

Hi [Contact's Name],

I hope this message finds you well. I wanted to reach out because we have an exciting opportunity at [Company Name] that I believe might interest you or someone in your network.

We're currently looking for a [Job Title] to join our team. Given your extensive experience and connections in the [Industry/Field], I thought you might know someone who would be a great fit.

Here are a few key details about the role:

- **Position:** [Job Title]
- **Location:** [Location]
- **Key Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]

If someone comes to mind, I’d love to connect with them. Alternatively, if you have any questions about the role or our company, feel free to reach out.

Thank you so much for your help and support. I truly appreciate it.

Warm regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Template for Reaching Out to Alumni Networks

Subject: Job Opportunity at [Company Name] - Support Your Fellow [University Name] Alumni!

Hi [Alumni Name],

My name is [Your Name] and I'm a recruiter at [Company Name]. As a fellow [University Name] graduate, I'm reaching out to our alumni network to help us find talented individuals to join our team.

We're currently looking for a [Job Title] to [briefly describe the role and its impact]. We believe that [University Name] alumni possess the skills and drive to excel in this position.

Here's a quick overview of the role:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

If you know anyone in your network who might be a good fit, we'd greatly appreciate it if you could pass along the job description [Link to Job Description]. Even better, if you think someone you know would be great, please feel free to forward their resume to me directly.

We value referrals and believe they're a fantastic way to discover top talent. Plus, it's a great way to support your fellow alumni!

Thanks in advance for your help!

Best regards,