

3 Referring a Friend for a Job Email Template

Template for referring an acquaintance

Subject: Recommendation for [Candidate's Name] for [Job Title]

Hi [Recipient's Name],

I hope this message finds you well. I'm reaching out to introduce you to [Candidate's Name], who I believe could be a great fit for the [Job Title] position at [Company Name].

I've known [Candidate's Name] through [mention how you know them, e.g., a professional network, a previous project, etc.], and I've been impressed by their [mention specific qualities or skills relevant to the job, e.g., dedication, problem-solving ability, etc.].

While we haven't worked closely together, I have observed their [mention any relevant experience or achievements]. I believe they could bring a valuable perspective to your team.

If you're open to it, I would be happy to facilitate an introduction or you can reach out to them directly at [Candidate's Email].

Thank you for considering this recommendation.

Best regards,

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

Template for referring a candidate you've never worked with

Subject: Referral for [Candidate's Name] - [Job Title] Opportunity

Hi [Recipient's Name],

I hope this message finds you well. I wanted to introduce you to [Candidate's Name], who I believe could be a great fit for the [Job Title] position at [Company Name]. While I haven't had the chance to work directly with them, I've heard positive feedback about their skills and professionalism.

[Candidate's Name] has a strong reputation in the industry, particularly for their work in [specific area or skill]. We connected briefly through [how you know them, e.g., a mutual contact, an industry event], and I was impressed by their [mention any specific qualities or achievements].

I think they could bring a fresh perspective and valuable expertise to your team. I've attached their resume for your review. Please let me know if you'd like to connect with them directly or if there's anything else I can do to facilitate an introduction.

Thank you for considering this referral.

Best regards,

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

Template for referring a candidate for a senior position

Subject: Recommendation for [Candidate's Name] for [Position Title] at [Company Name]

Hi [Recipient's Name],

I hope this message finds you well. I am writing to recommend [Candidate's Name] for the [Position Title] at [Company Name]. Having worked closely with [Candidate's Name] at [Previous Company/Organization], I have witnessed firsthand their exceptional skills and leadership qualities.

Here are a few highlights of [Candidate's Name]'s career that make them a strong fit for this role:

- **Leadership:** [Candidate's Name] led a team of [number] in [specific project or task], achieving [specific outcome].
- **Strategic Vision:** They developed and implemented strategies that resulted in [specific achievement].
- **Problem-Solving:** [Candidate's Name] successfully navigated challenges such as [specific challenge], demonstrating their ability to think critically and adapt.

I believe [Candidate's Name]'s experience and proven track record make them an excellent candidate for the [Position Title]. I am confident that they will bring value to your team and contribute to [Company Name]'s success.

Please let me know if you need any more information or would like to discuss further.

Thank you for considering this recommendation.

Best regards,