

3 Sourcing Email Template for Hard-to-Fill Roles

Introduction Email for Passive Candidates

Subject: [Company Name] - Opportunity to Shape [Industry/Area] Innovation

Hi [Candidate Name],

I hope this email finds you well.

My name is [Your Name] from Adaface. I came across your profile on [Platform - e.g., LinkedIn] and was impressed with your experience in [Candidate's Area of Expertise].

At [Company Name], we're building [briefly describe what the company does and its mission - 1-2 sentences]. We're currently looking for a [Job Title] to [briefly describe the role's impact - 1 sentence].

This role is a great opportunity to:

- Make a significant impact on [Specific project or area].
- Work with a talented team passionate about [Company Value or Mission].
- Contribute to a company culture that values [Company Value - e.g., innovation, collaboration, learning].

I understand you may not be actively looking, but I thought this opportunity might be of interest given your background. Would you be open to a brief chat to learn more about the role and [Company Name]?

Thanks for your time and consideration.

Best regards,

[Your Name] [Your Title] [Company Name] [Your Contact Information] [Link to Company Website (Optional)]

Follow-Up Email for Initial Contact

Subject: Following Up: [Job Title] Opportunity at [Company Name]

Hi [Candidate Name],

Just wanted to gently nudge this back to the top of your inbox!

I hope you had a chance to review the [Job Title] role at [Company Name] that I shared earlier. We're really excited about the potential fit, and I'd love to answer any questions you might have.

To recap, this role offers:

- Opportunity to work on [mention a key project or responsibility]
- Chance to collaborate with a talented team
- [Mention one other enticing benefit, e.g., growth opportunities]

Are you open to a quick chat sometime next week to discuss this further?

Best regards,

[Your Name] [Your Title] [Company Name] [Your Contact Information]

Engagement Email for Candidates in Process

Subject: Checking In - [Job Title] at [Company Name]

Hi [Candidate Name],

Just wanted to send a quick update on your application for the [Job Title] position. We appreciate you taking the time to interview with us.

The team is currently reviewing applications and we're on track to [Next Step in Process - e.g., schedule final interviews, make a decision] by [Date].

In the meantime, if you have any questions, please don't hesitate to ask. We're happy to help!

Thanks again for your interest in [Company Name].

Best regards,