

5 Sourcing Sales Candidates Email Template

Initial Outreach Template

Subject: Sales Opportunity at [Your Company] - Let's Connect!

Hi [Candidate Name],

I came across your profile and was impressed with your experience in [mention specific skill or industry].

[Your Company] is [briefly describe your company in one sentence - e.g., a fast-growing SaaS company revolutionizing the hiring process]. We're currently looking for a talented Sales professional to join our team.

Would you be open to a quick chat to explore this opportunity further?

Best regards,

[Your Name] [Your Title] [Your Company] [Your Website]

Follow-Up Template for Non-Responders

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

Hi [Candidate Name],

I hope this email finds you well.

I'm following up on my previous email regarding the [Job Title] position at [Company Name]. I understand you're likely busy, but I wanted to ensure this opportunity didn't get lost in your inbox.

We're looking for someone with [mention 1-2 key skills or experiences from their profile that align with the role]. Based on your background, I thought this role could be a great fit.

Would you be open to a quick chat to discuss this further? Even a simple 'yes' or 'no' would be greatly appreciated!

Thanks, and I look forward to hearing from you.

Best regards,

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

Referral Request Template

Subject: Help Us Find Our Next Sales Superstar!

Hi [Employee's Name],

I hope this message finds you well! We're currently looking to expand our sales team with talented individuals, and I believe you might know someone who fits the bill.

Role: [Job Title]

Key Responsibilities:

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

Ideal Candidate Profile:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

If someone comes to mind, please reply to this email with their contact details or feel free to share this email with them directly. As always, we value your input and any referrals you provide.

Thank you for your help in making our team even stronger!

Best regards,

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

LinkedIn Connection Request Template

Subject: Let's Connect on LinkedIn!

Hi [Candidate's First Name],

I hope this message finds you well. My name is [Your Name], and I am a recruiter at [Your Company]. I came across your profile and was impressed by your experience in [specific field or skill].

We have an exciting opportunity at [Your Company] that I believe matches your skills and career aspirations. I would love to connect with you to discuss this further.

Please feel free to accept my connection request. Looking forward to the possibility of working together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your LinkedIn Profile]

[Your Contact Information]

Interview Invitation Template

Subject: Invitation to Interview for [Job Title] at [Company Name]

Hi [Candidate's Name],

I hope this message finds you well. We were impressed by your application for the [Job Title] position and would like to invite you for an interview.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Address/Virtual Meeting Link]
- **Duration:** Approximately [Duration]

During the interview, you'll have the chance to learn more about our team and the exciting work we do at [Company Name]. Please let us know if the scheduled time works for you or if there are any adjustments needed.

Feel free to reach out if you have any questions.

Looking forward to our conversation.

Best regards,