Outreach Email Templates

✅ 1. Job Inquiry Email (No Posted Role)

Subject: Inquiry About Opportunities on Your Team

Hi [First Name],

I hope you're doing well. I'm [Your Name], a [Your Role] with experience in [1-2 relevant skills or industries]. I'm really interested in the work [Company Name] is doing, particularly [mention something specific].

I'd love to learn if there might be any opportunities to contribute to your team or if you'd be open to a short call to share your experience.

Thanks so much for your time!

Best,
[Your Name]
[LinkedIn URL] | [Phone Number (optional)]

✅ 2. Networking / Informational Interview Request

Subject: 15-Minute Chat? [Your Field] + [Their Company]

Hi [First Name],

My name is [Your Name], and I'm currently [role or student status]. I came across your profile while researching professionals in [industry/role], and I was impressed by your path at [Their Company].

If you're open to it, I'd love to ask you a few quick questions about your experience and advice for someone looking to enter this field. Totally fine if you're busy, but even 15 minutes would be incredibly helpful.

Thanks in advance,
[Your Name]
[LinkedIn URL]

✅ 3. Referral Request (After a Connection)

Subject: Quick Question – Role at [Company Name]

Hi [First Name],

It was great connecting with you [on LinkedIn / at X event / via X person]. I saw a role posted at [Company Name] for [Job Title] and was hoping to ask if you'd feel comfortable referring me.

I've attached my resume and a quick blurb you could use (or edit) if needed. Totally understand if you're not able, but I appreciate your consideration!

Best regards,
[Your Name]
[Phone / LinkedIn]

✅ 4. Follow-Up Email (No Reply Yet)

Subject: Following Up – [Your Name] from [Your School / Industry]

Hi [First Name],

Just following up on my previous note — I know you're busy, but I'd really appreciate the chance to connect if you have time. I'm excited about learning more about [Company or Topic] and would be grateful for any advice or insights.

Thanks again,
[Your Name]