



Send Cold Outreach

Recent achievements or updates:

“Hello [Name], I recently came across your article on [Topic]. It provided some valuable insights that resonated with my current role. Would love to connect and discuss it further.”

“Hello [Name], I recently came across your post on [Topic]. It provided some valuable insights that resonated with my current role. Would love to connect and discuss it further.”

Shared groups or interests:

“Hi [Name], I noticed we’re both members of the [LinkedIn Group Name]. The discussions there have always been enlightening. It’d be great to connect and share insights.”

Reaching out to a recruiter or hiring manager on LinkedIn

Hi [RECRUITER OR HIRING MANAGER'S NAME],

I hope this message finds you well!

My name is [YOUR NAME] and I recently applied for the [TITLE] role at [COMPANY NAME]. I wanted to take a moment to reach out to you personally and express my excitement about this opportunity.

With [NUMBER] years of experience in [ROLE OR INDUSTRY], I am confident that my skills in [SKILL 1], [SKILL 2], and [SKILL 3] make me a strong match for this position. Additionally, I am drawn to [COMPANY]'s [ADJECTIVE] culture and would be thrilled to be a part of the team.

I understand that you are likely receiving many applications and messages at this time, so please do not feel obligated to respond. I simply wanted to express my interest and thank you for considering my application.

Thank you for your time and consideration. I look forward to the opportunity to discuss my qualifications further and learn more about the next steps in the hiring process.

Best regards,

[YOUR NAME]

[business title] - Looking for new opportunities

Hi [name],

I hope this message finds you well!

As a highly skilled [business title], I am reaching out to discuss potential opportunities in the [city] area. I noticed that you are a recruiter and wanted to explore the possibility of working together.

With [number] years of experience in [specific skills or industry], I am confident in my abilities to



contribute to any team. I am currently seeking new opportunities and would love to discuss any potential openings that may align with my qualifications.

I would appreciate the opportunity to chat with you further about my experience and how it may benefit your clients or organization. Please let me know if this is something that you would be interested in discussing.

Thank you for your time and consideration. I look forward to hearing back from you soon.

Best regards,
[name]



Would love to learn more about your open opportunities

Hi [name],

I hope this message finds you well!

I am reaching out because I see that you work for [recruiting agency]. I am currently exploring new opportunities and I would love to learn more about any openings that you may have available.

With [number] years of experience in [industry], I am confident in my abilities to contribute to any team. I am eager to take on new challenges and would welcome the opportunity to discuss how my skills and experience align with your clients' needs.

If you have time, I would love to schedule a call to discuss any open positions in more detail and explore potential opportunities. Thank you for your time and consideration, and I look forward to hearing from you soon.

Best regards,
[name]

Apply for job | Regarding my application - [Job Title]

Dear [name],

I hope this message finds you well! I came across the [Job Title] position at [company], and I am excited about the opportunity to join such an innovative and dynamic team.

With [number] years of experience in [industry/field], I am confident that I have the skills and expertise to make valuable contributions to your team. I am particularly interested in the [specific aspect of the role or company] and believe that my experience in [skill/qualification 1], [skill/qualification 2], and [skill/qualification 3] make me a strong candidate for the position.

Please find my attached resume and cover letter for your review. I would love the opportunity to discuss my qualifications in more detail and learn more about the company's culture and values. I am available for an interview at your convenience.

Thank you for considering my application. I look forward to hearing from you soon.

Best regards,
[name]