John Doe

LinkedIn · Portfolio

Hi Name Last Name,

I hope you're doing well! I wanted to reach out because New Company is conducting reference checks as part of their hiring process for the Senior Product Designer position I'm applying for.

They may be contacting you in the coming days, and I wanted to give you a heads up. I've listed you as a reference because of our work together at Example Company, where I worked as Senior Product Designer.

If they reach out, here are some key points you might want to mention: [Specific achievement 1 - e.g., " My work on [project] that resulted in [result]"] [Specific achievement 2 - e.g., "My collaboration skills and ability to work with cross-functional teams"] [Specific achievement 3 - e.g., "My problem-solving approach and attention to detail"]

I've also attached my current resume for your reference, in case it's helpful.

Thank you so much for your support! I really appreciate you taking the time to speak with them. If you have any questions or need additional information, please don't hesitate to reach out.

Best regards,

John Doe