

# COLD EMAIL TEMPLATES

FRESHERS :



## 1. Cold Email Template for Referral (General)

**Subject:** Request for Referral to [Job Title] Role at [Company Name]

Hi [Recipient's Name],

I hope you're doing well. My name is [Your Name], and I recently came across the [Job Title] role at [Company Name] on [platform, e.g., LinkedIn, job board]. As someone who admires your work at the company, I'm reaching out to kindly ask if you'd consider referring me for this position.

I have a background in [Your Field], and during my time at [University/Previous Role], I gained experience in [highlight 2-3 relevant skills or achievements]. I'm particularly drawn to [specific aspect of the company or role] and am confident that my skills in [specific skills] align well with the requirements for the role.

I've attached my resume for your reference. Please let me know if you would need any additional information from me to proceed. I truly appreciate your time and consideration.

Thank you so much, and I hope to stay in touch.

Warm regards,  
[Your Name]  
[Your Contact Information]

## 2. Cold Email Template to HR for Job Application

**Subject:** Inquiry Regarding [Job Title] Opening at [Company Name]

Dear [HR Manager's Name],

I hope this email finds you well. My name is [Your Name], and I recently graduated from [University Name] with a degree in [Your Field]. I came across the [Job Title] opening on [Company Website/Job Board], and I am excited about the opportunity to contribute to [Company Name].

During my studies and internships, I developed skills in [list relevant skills], which I believe align with the job requirements. Additionally, I've attached my resume for your reference.

Could you kindly confirm if the role is still open? I would be happy to provide any additional information or documents needed to move forward in the process.

Thank you for your time and consideration. I look forward to the possibility of contributing to your team.

Best regards,  
[Your Name]  
[Your Contact Information]

### 3. Cold Email Template to HR for Future Opportunities

**Subject:** Seeking Job Opportunities at [Company Name]

Dear [HR Manager's Name],

I hope this email finds you well. My name is [Your Name], and I recently graduated with a degree in [Your Field]. I'm very interested in pursuing opportunities at [Company Name], especially in roles related to [specific field/department].

I've attached my resume for your review and would be grateful if you could let me know of any current or upcoming positions that match my skill set. I have experience in [list relevant experience/skills], and I'm particularly drawn to [specific value or initiative of the company].

Thank you for your time and assistance. I would love to stay in touch and explore any opportunities that might arise.

Best regards,  
[Your Name]  
[Your Contact Information]

## **EXPERIENCED :**

### **1. Cold Email Template for Referral (General – Experienced Professional)**

**Subject:** Referral Request for [Job Title] at [Company Name]

Hi [Recipient's Name],

I hope this email finds you well. My name is [Your Name], and I have [X years] of experience in [Your Field/Industry], with a focus on [mention specialty or domain]. I came across the [Job Title] role at [Company Name] and was excited about the opportunity to bring my skills in [list relevant skills or expertise] to your team.

In my current/previous role at [Company Name], I successfully [mention a key achievement or responsibility relevant to the job]. I believe my background aligns well with the requirements of this position.

I noticed that you're associated with [Company Name], and I would greatly appreciate it if you could refer me for this opportunity. I've attached my resume for your reference. Please let me know if you need any additional information to assist with the referral process.

Thank you so much for considering my request. I truly value your time and assistance.

Best regards,  
[Your Name]  
[Your Contact Information]

### **2. Cold Email Template to HR for Job Application (Experienced Professional)**

**Subject:** Application for [Job Title] – [Your Name]

Dear [HR Manager's Name],

I hope this email finds you well. My name is [Your Name], and I have [X years] of experience in [Your Field/Industry]. I recently came across the [Job Title] role at [Company Name], and I'm excited about the opportunity to contribute my expertise in [specific skill/expertise relevant to the job].

In my current/previous role at [Your Current/Previous Company], I successfully [mention a key achievement or responsibility]. These experiences have honed my ability to [mention relevant skills], which I believe align well with the requirements of the [Job Title] role.

I've attached my resume for your consideration and would appreciate the opportunity to discuss how my background and skills can benefit [Company Name]. Please let me know if you need any additional information.

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

Best regards,  
[Your Name]  
[Your Contact Information]

### **3. Cold Email Template to HR for Future Opportunities (Experienced Professional)**

**Subject:** Exploring Career Opportunities at [Company Name]

Dear [HR Manager's Name],

I hope this email finds you well. My name is [Your Name], and I have [X years] of experience in [Your Field/Industry], with a specialization in [specific skill/area]. I've been following [Company Name] for some time, particularly [mention a project, initiative, or value of the company that resonates with you], and I'm keen on contributing to such an innovative environment.

I'm currently exploring new opportunities where I can leverage my skills in [mention 2-3 relevant skills] to drive impactful results. I've attached my resume for your reference and would be grateful if you could let me know about any current or upcoming roles that align with my background.

Thank you for your time, and I look forward to the possibility of working with your team.

Best regards,  
[Your Name]  
[Your Contact Information]

