How to ask for a Referral





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Do not apply on the company's website....



Get employee referrals..



Don't apply on the website straight away.

First, find the person who will submit a referral for you.

How does this work?

- The employee submits the referral for you.
- The recruiter receives a notification about your referral. Because your application is not from the website like tens of thousands of other applications, the recruiter actually looks through and reads your CV. Humans, not machines.
- -If your CV meets the job posting requirements, the recruiter will schedule a screening call with you. If your CV doesn't fit the role, the recruiter will let you know. Although you still don't have guarantees to be invited for the interview, you have more chances to catch a recruiter's eye with a referral. With a referral, you are moving up through the screening threshold.



Who to ask for a job referral

Start with your close network and 1st-degree connections on LinkedIn...

Initially, we believed that it's not polite to ask for a referral straight away in the first message...

We thought we had to start the dialogue with small talk and after a few messages to mention "by the way" that we found a position we're interested in

That's not the worst scenario but if you already know what you want to ask this person for, make sure you respect their time and make your intent explicit from the beginning.

There is nothing wrong with asking for a referral straightaway if only you do it right and polite. Here is the message we used:



Examples

Hi ,

Hope all is well with you! I came across the role of Inbound Marketing Manager at and am interested in applying. Would you be open to submitting a referral for me to go with my application?

Happy to chat more or have a quick call if you have the time as well!

Cheers, Yuliana



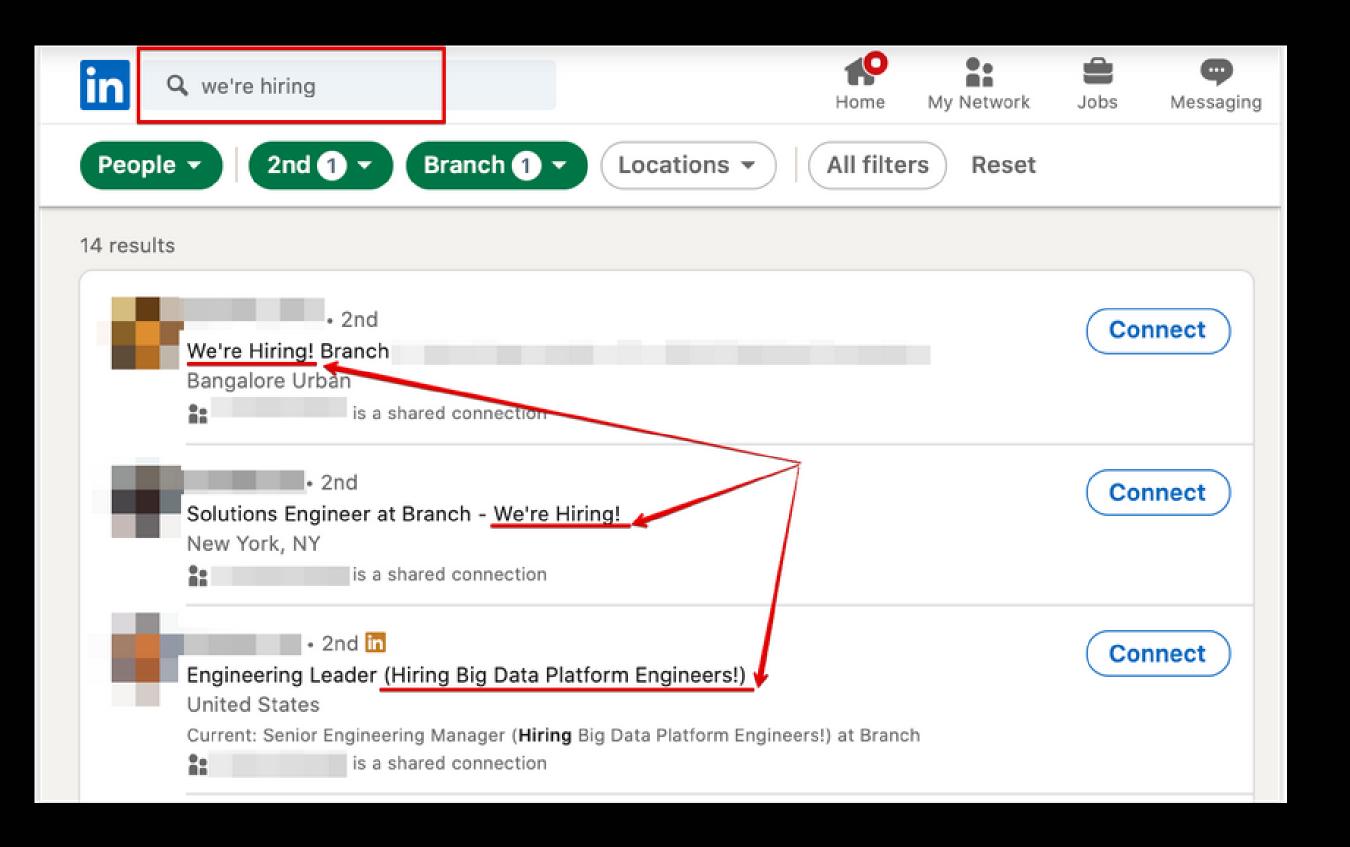
Hi Yuliana,

Thank you for reaching out! Yes happy to chat over the role and the company if you like? Do you know ? You could send me your Cv and if you like we can chat over the phone after? My email is

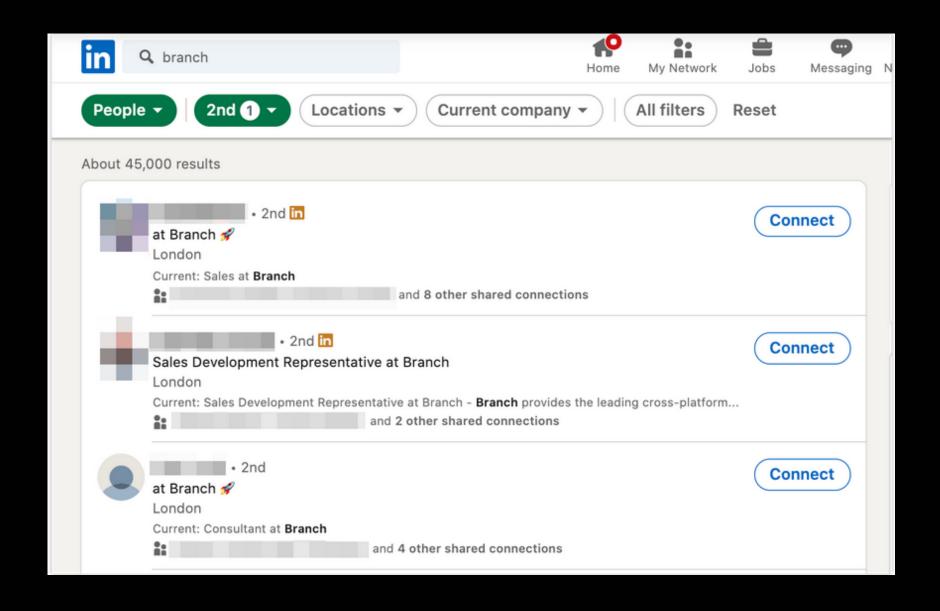
Have a lovely weekend!



Find "We're hiring" folks



Check your 2nd- and 3rd-degree connections



This "We're hiring!" thing might not be that popular among all tech companies you're considering. Once you're done with this list well, it's time to try reaching out to other people, neither "we're hiring" nor your connections.



Create a CRM on notion to keep a record

