

How to Effectively Email A Recruiter

Use these Examples.

Kennet Alphy

Brandocx

Cold Email

Hello NAME,

I saw you recruit in the XYZ industry here in Bangalore. I'm a Sales Team Leader over at ABC Company, but I may be looking for a change in the next couple of months, so I thought to reach out to see if it made sense to work together.

Do you have a few minutes to talk this week? I'm happy to send a copy of my resume after that if it seems like a good fit to work together.

Best regards,
Your Name

Kennet Alphy

Brandocx

If they ask for your Resume

Hi Kenny,

Thanks for contacting me! The opportunity sounds great.

I've attached a copy of my resume. Let me know the best time to talk and we'll connect to discuss further. The best number to reach me is: 99999-99999

Best regards,
Your Name

Kennet Alphy

Brandocx

You want to know more before sending your Resume.

Hi Kenny,

Thanks for getting in touch! The opportunity sounds interesting. Can we connect on the phone for a few minutes to discuss it in more detail?

I usually don't send my resume out without knowing a bit more about the opportunity first. I'm happy to send you my resume right after we talk if it seems like a good potential fit.

The best number to reach me: 99999-99999

Best regards,

Your Name

Kennet Alphy

Brandocx

If they want to talk on the phone

Hi Kenny,

Thanks for getting in touch! The position you mentioned sounds interesting. I'd love to talk and hear more about it.

I could talk this week from Wed – Fri, 10 AM – 4 PM Eastern Time. My phone number: 999999-999999

Please let me know when you plan on calling so I can make sure I'm ready and available to answer.

Best regards,

Your Name

Kennet Alphy

Brandocx

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