Hi [Contact’s Name],

I hope this message finds you well. My name is [Your Name], and I came across your profile while researching [Company Name]. I noticed that you work in [Department/Role], and I am very impressed by your experience and the work you have been doing there.

I am reaching out because I am very interested in the [Job Title] position at [Company Name]. With [X years] of experience in [Your Field/Industry], I have developed a strong skill set in [Key Skills or Experiences]. I am particularly drawn to [Company Name] because of [Specific Reason related to the company, e.g., its innovative projects, company culture, etc.].

Given your role and experience at [Company Name], I was hoping to ask for your support in referring me for this position. I believe my background in [Your Field/Industry] aligns well with the job requirements, and I am confident that I could bring valuable contributions to your team.

I would be more than happy to provide you with my resume and any additional information that might be helpful. Thank you so much for considering my request. Your assistance would be greatly appreciated.

Looking forward to hearing from you.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Additional Tips**

* **Keep it Brief**: Aim for a message that is concise yet comprehensive.
* **Professional Tone**: Maintain a professional tone throughout the message.
* **Follow Up**: If you don't receive a response within a week or two, consider sending a polite follow-up message.

By following these steps, you'll increase the chances of your message being well-received and potentially securing a referral.

4o

create 10 more templates for fresher. dont include points like receent graduate

4/4

ChatGPT

Sure! Here are 10 more templates tailored for freshers reaching out for a referral on LinkedIn, avoiding the mention of being a recent graduate:

**Template 1**

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

Hi [Contact’s Name],

I hope you are doing well. I came across your profile while exploring opportunities at [Company Name], and I was impressed by your career journey.

I am very interested in the [Job Title] position at [Company Name]. My background in [Your Field/Industry] has equipped me with skills in [Key Skills or Experiences]. I am particularly excited about [Company Name]'s work in [Specific Area or Project].

Would you be open to referring me for this role? I would be happy to share my resume and any other information you might need.

Thank you for your time and consideration.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 2**

**Subject: Request for Referral for [Job Title] Position**

Hi [Contact’s Name],

I hope this note finds you well. I’ve been following [Company Name] for some time and am very impressed with the work being done in [specific department or project].

I am eager to apply for the [Job Title] position and believe my skills in [Your Skills/Experiences] align well with the job requirements. Given your experience at [Company Name], I was hoping you might consider referring me.

Thank you so much for your time and support.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 3**

**Subject: Assistance with Referral for [Job Title] Role**

Hi [Contact’s Name],

I hope you are well. I noticed your impressive background at [Company Name] and thought to reach out.

I am interested in the [Job Title] position currently open at [Company Name]. My expertise includes [Key Skills], which I believe would be a good fit for the team. Would you be willing to provide a referral for me?

I appreciate your time and consideration.

Best,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 4**

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

Hi [Contact’s Name],

I hope this message finds you well. Your work at [Company Name] caught my attention, especially your achievements in [Specific Area].

I am very keen on the [Job Title] position at [Company Name]. With my skills in [Relevant Skills], I am confident I can contribute to the team. Would you be able to refer me for this role?

Thank you for considering my request.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 5**

**Subject: Request for Referral for [Job Title] Opportunity**

Hi [Contact’s Name],

I hope you're having a great day. I came across your profile while exploring [Company Name], and I am impressed by your professional journey.

I am very interested in the [Job Title] position at [Company Name]. My background in [Field/Industry] has given me a solid foundation in [Relevant Skills]. Could you kindly refer me for this role?

Thank you for your time and help.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 6**

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

Hi [Contact’s Name],

I hope you're well. I came across your profile and was impressed by your role at [Company Name].

I am excited about the [Job Title] position at [Company Name]. My experience in [Relevant Skills/Industry] makes me confident that I can contribute positively to your team. Could you refer me for this position?

Thank you for your time and support.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 7**

**Subject: Seeking Referral for [Job Title] Position**

Hi [Contact’s Name],

I hope this note finds you well. Your role at [Company Name] and your career path are quite inspiring.

I am writing to express my interest in the [Job Title] position at [Company Name]. I believe my skills in [Relevant Skills/Experience] would be a great match for the role. Would you be open to referring me?

Thank you so much for considering my request.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 8**

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

Hi [Contact’s Name],

I hope you're doing well. I came across your profile while looking into [Company Name], and I was impressed by your career achievements.

I am very interested in the [Job Title] role at [Company Name]. My experience in [Your Skills/Industry] aligns well with the requirements of the position. Would you consider referring me for this job?

Thank you for your help and time.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 9**

**Subject: Request for Referral for [Job Title]**

Hi [Contact’s Name],

I hope this message finds you well. I noticed your profile while exploring opportunities at [Company Name] and found your career path very inspiring.

I am interested in the [Job Title] position at [Company Name]. My skills in [Relevant Skills/Experiences] make me confident that I can contribute effectively to your team. Would you be able to refer me for this role?

Thank you very much for your consideration.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

**Template 10**

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

Hi [Contact’s Name],

I hope you're well. Your work at [Company Name] is quite impressive, and I thought to reach out to you.

I am very interested in the [Job Title] position at [Company Name]. My background in [Field/Industry] has provided me with a strong foundation in [Relevant Skills]. Could you kindly refer me for this position?

Thank you for your time and assistance.

Best regards,

[Your Full Name]  
[Your LinkedIn Profile]  
[Your Email Address]  
[Your Phone Number]

“Hello \_\_\_\_,

Hope you’re well and that you don’t mind this direct approach.

Hi Stephanie,

I attended Fullstack Academy in the October 2018 cohort. I came across the Frontend Engineer role at SquareSpace and am interested in applying. Would you be open to sharing my resume with the hiring team so they know about my interest in this role? Happy to chat more if you have the time. Looking forward to hearing from you.

— Tom

Hi [insert name of contact],

[insert what you have in common with person you are reaching out to (i.e., “I attended NYU and recently moved to Ohio.”]. I came across the [name of role you are applying to (can also make it a hyperlink)] role at [Company name] and am interested in applying. Would you be open to sharing my resume with the hiring team so they know about my interest in this role? Happy to chat more if you have the time. Looking forward to hearing from you.

— Tom

Asking for a job referral via Email

Subject: (Name of the referrer), (His/her profile and the company)

Hi (Person’s name),

I hope you are doing well. I was discussing with (referrer name) on LinkedIn, and he recommended to contact you for job opportunities in (profile/Industry name). I know (referrer name) through the organization, where I am working as a marketing manager. We worked together on several projects together.

I am interested in a similar opening in your organization and looking forward for your practical guidance. It would be my pleasure if you can suggest or advice for any recommendations you can provide for searching for a job or finding job leads.

I have also attached the resume with this email where my marketing experience is in lighting with other relevant skills. I would appreciate if you wish to arrange a meeting or have a discussion for the same.

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

Sincerely,

Your Typed Name

Asking for a job referral via LinkedIn

Hi (name of the person),

Hope you are doing well.

I came to know that you are working in (company name) and I am looking for a job opportunity in the marketing department. I came across a similar job opening in your organization. For the same job role, I believe my skills are coupled with my experience of more than five years. I am now looking forward to working as a senior marketing manager.

It would be great if you could refer my resume to the concerned person in your organization.

Thanks

Asking for a job referral via Facebook

Hi (name of the person),

I am (your name) from (company). I am looking for a job opportunity with the company you are working in. I would like to know if you can forward my resume or connect me to a concerned person.

Also, I can send my resume and cover letter if there is any ongoing recruitment or any vacant position in your organization.

Please let me know if you would like to have a word regarding the same.

Thanks for your time

Hi Avinash,

I came across the Frontend Engineer role at Nagarro and am interested in applying. Would you be open to sharing my resume with the hiring team so they know about my interest in this role? Happy to chat more if you have the time. Looking forward to hearing from you.

Michael

( link to role and attach your resume)

Hello [First Name],

Hope life is treating you well.

I recently applied for a [copywriter position] at your company [XYZ Production]. I was wondering if you have any contacts with the hiring manager, [Her Name], and if you could refer me for this position. I’ve attached my resume to this email, you can see that I have [X years] of experience in this [field of work], and I’ve helped my clients achieve [some great results].

Let me know if you would be comfortable in doing so.

Thank you for your consideration.

Best,

[Your Name]

Here's a referral email template you can use.

Hello [Hiring Manager],

I’m writing to make a referral for [Full Name], who recently applied for a [Certain Position] at our firm. He was my [former colleague/fellow graduate] at [XYZ Company/XYZ College], and I’ve known him for [X years]/we worked together on a [certain] project. He’s a hard-working person, and I’m confident that he’ll be a good fit for this position.

Thank you!

Kind Regards,

[Name]

Example 1

Hi Martha,

I don't know if you remember me, but I attended Ted Rogers School of Management with you and graduated in 2019. I recently came across the Information Security Analyst role at GeekTech Inc. and am interested in applying. Would you be open to sharing my resume with the hiring team so that they know about my interest in this position? If you have time, it would be great to meet for a coffee and provide you with more information.

Look forward to hearing from you,

Geoff

Example 2

Dear Martha,

Our mutual friend Jane told me that your school is looking for a physical education instructor and recommended that I connect with you. I'm currently working as a gym instructor with Hilltop Hotel and Resort. I have over three years of experience working with fitness clients of all ages and levels, and I recently earned a certification in children's physical health.

If you think I could be a good fit for the role, I would appreciate it if you referred me to the hiring manager. I have attached my resume to give you a better understanding of my qualifications. Please feel free to contact me by email or at 416-555-5555 to discuss my request in more detail.

Best regards,

Geoff

Example 3

Dear Joan,

I hope you're doing well. I've been looking at editorial careers in the book publishing industry and I've found a role that I believe would be perfect for me. It's for a manuscript editor at Vancouver Institutes Publishing. With your extensive network and long career in the publishing industry, I would be grateful if you could connect me with the company's hiring manager.

I have six years' experience in publishing. I began my career as the editor of a campus magazine before joining a children's book publishing company. I've also attached my resume for your review.

Thank you for your time. If you require any further information, I would be glad to provide it.

Thanks,

Jasmine