Cold Message Script Pack for Job Outreach

This document contains high-converting cold message templates tailored for different outreach situations. Each script is structured for maximum impact and includes placeholders you can personalize.

# Before You Text: Key Guidelines

- Keep it short and respectful (no long paragraphs).  
- Personalize using the recipient's name, company, or recent project.  
- Highlight relevance – mention your role, project, or how you relate to their work.  
- End with a soft ask (e.g., 'Would love to connect' or 'Can I get your guidance?').  
- Always proofread. Spelling and grammar mistakes reduce credibility.  
- Don’t follow up aggressively – wait at least 3–5 days between messages.

# 1. HR Outreach

Hi [HR Name],  
  
I hope you're doing well. I’m actively looking for opportunities as a [Role: Data Analyst / Data Engineer / Business Analyst], and I came across [Company Name]'s recent job posting.  
  
I’ve recently worked on a project involving [brief project/topic], and my skillset in [Skill/Tool] aligns well with your requirements.  
I’d really appreciate any guidance or direction on how to apply or who I might reach out to in your team.  
  
Warm regards,  
[Your Name]

# 2. Alumni Connection

Hi [Alumni Name],  
  
I came across your profile as I was searching for [College Name] alumni in the data domain. It’s inspiring to see someone from our institute doing well at [Company Name].  
  
I'm currently working on projects related to [short project example] and exploring job opportunities in the same space.  
Would really appreciate any advice or insights about your journey, or suggestions on how to get started at [Company].  
  
Thanks in advance,  
[Your Name]

# 3. Hiring Manager Outreach

Hi [Manager Name],  
  
Hope you're doing well. I recently came across your team while researching [Company Name]’s data projects. Your work on [specific project/post] stood out to me.  
  
In my latest project, I [impact statement or skill used]. I’d love to contribute to your team if any roles are open.  
Would you be open to a short conversation or guidance on how I could fit in?  
  
Regards,  
[Your Name]

# 4. Post-Interview Follow-Up

Hi [Interviewer Name],  
  
Thank you for taking the time to speak with me regarding the [Role Name] position.  
  
I really enjoyed learning more about [Company Name] and discussing [specific part of the conversation/project].  
The conversation made me even more excited about the opportunity to contribute to your team.  
Please let me know if there's anything else you need from me moving forward.  
  
Best,  
[Your Name]