



# HOW TO ASK FOR A REFERRAL

Use these templates to make your request and get noticed, get connected, and get a foot in the door.

## USE THE TEMPLATES TO REQUEST A REFERRAL

Hi [name of connection],

Hope all is well with you! I came across the [job title] role at [company name] and am interested in applying. Would you be open to sharing my LinkedIn profile with the hiring team so they know about my interest in this role? Happy to chat more if you have the time as well. Looking forward to hearing from you.

Hello [name of connection]: I wanted to reach out and ask for your help. There's a job for a [job title] at [company you're connected to] and I'm very interested in applying for it. You may remember, [state how you know each other]. Based on what I read, I believe I would be a great fit for the role.

- [#1 qualification you meet]
- [#2 qualification you meet]
- [#3 qualification you meet]

I have been watching [company] and am excited about [something interesting the company is working on]. Additionally, [company]'s focus on [volunteer projects the company supports] aligns well with the volunteer work I've been doing at [volunteer organization].

If you need more information, I'm happy to have a conversation if that would be easier.

Thank you in advance for your help and support!

Your name  
Phone number  
Email address  
LinkedIn URL

Write a message...

**SEND »**