

Outline for introduction e-mail to a Recruiter

This form is very similar to the E-mail Template to set up a networking meeting. A few small, but important, changes that help put you in sync with busy recruiters (which are the ones you want to get connected to)

TITLE OF E-MAIL:

Milton P. Waxbury - Referral from Jim Johnson

TIP:

Like any networking referral - Always include the name of your referral - This is why they will open the e-mail.

BODY OF E-MAIL:

Dear _____,

I am pursuing a CFO role in a consumer products company and Jim recommended contacting you and your firm.

Please add my information to your candidate database.

I am open to getting acquainted and networking over coffee. We can leave it to your discretion, as I recognize your clients may or may not have an active/potential search that fits my background.

My contact information is below - hopefully, we'll find an opportunity to work together.

Best regards,

Milt

Milton P. Waxbury
4500 CFO Street
Anytown, DE 44444
612-000-0000

waxbury.milt@provider.com
www.linkedin/in/miltwaxbury

TIP: Keep it short & focused

Why are you contacting them and who sent you

What are you asking of them

Recruiters will meet with candidates based on their schedule, client needs or your background (if its something they commonly fill)

Always include your contact information

Adding the link to your Linked Profile is a great way for people to see your background when attaching a resume may not be appropriate.