



Sample Outreach Messages for Job Search & Networking

These examples are intended as **starting points**, not scripts. Candidates should adapt tone, detail and length to reflect their own voice and situation.

1. Outreach to a Recruiter / Headhunter (Cold Introduction)

Use when:

You're reaching out to a recruiter you haven't spoken to before.

Tone: Professional, concise, respectful of time.

Message:

Hi [Name],

I hope you're well. I came across your profile while researching recruiters specialising in [sector / function], and your work with [company types / roles] stood out.

I'm currently exploring senior opportunities in [brief role focus], where I can bring experience across [1-2 core strengths or outcomes]. I'd welcome a short conversation if it's helpful to introduce myself and understand what you're seeing in the market.

Either way, thank you for taking the time to read this.

Best regards,
[Your name]

2. Outreach to a Recruiter You've Spoken to Before (Re-engagement)

Use when:

You want to stay on a recruiter's radar without chasing a specific role.

Tone: Warm, professional, low pressure.

Message:

Hi [Name],

I hope you've been well. I wanted to briefly reconnect and share that I'm continuing to explore roles in [area / level], particularly within [industry or business type].

Since we last spoke, I've been focusing on [brief update: recent role, transition, or key expertise], and I remain open to conversations where there's a strong alignment on scope and impact.

No urgency — just wanted to stay in touch.

Best,
[Your name]

3. Outreach to a Hiring Manager / Senior Leader (Warm or Cold)

Use when:

You're approaching a senior leader at a company you're interested in — with or without an open role.

Tone: Thoughtful, selective, value-led.

Message:

Hi [Name],

I hope you don't mind the direct message. I've been following [Company] for some time, particularly your work around [specific initiative, product, or market].

I'm a [your role / level] with experience in [relevant domain], and I'm currently exploring opportunities where I can contribute to [outcome you help drive]. Even if there isn't a current role, I'd value the chance to connect and exchange perspectives.

Thanks for considering, and no obligation to respond if timing isn't right.

Kind regards,
[Your name]

4. Outreach for Networking / Referral (Existing Connection)

Use when:

You're reaching out to someone you already know — or a 2nd-degree connection — for insight or referral.

Tone: Personal, respectful, non-transactional.

Message:

Hi [Name],

I hope you're doing well. I'm currently exploring my next move in [role / area], and your perspective would be incredibly valuable given your experience at [company / sector].

I'd love to catch up for a short conversation — purely to sense-check my thinking and learn from your experience. Absolutely no pressure on referrals or introductions.

Let me know if that works at some point.

Best,

[Your name]