

HOW TO ASK FOR A JOB REFERRAL

{contact's first name},

I enjoyed learning more about your role as {their position title} at {their company name}.

I recently came across a position of interest and wanted to know if you would be so kind to refer me to the position.

I am qualified for the position because {explain why you are a qualified person for the role}.

Here are the details about the position:

- Job req #
- Position title
- Location
- Paste the job posting URL

Let me know if there is anything else you need from me.

I look forward to hearing from you soon!

