Cold Email Templates

Warm leads (Family/Friends)

Do NOT have anything **BOLD** in your email body, this is just for indication to edit

To	Find it using Apollo.io, skrapp.io, hunter.io, leadleaper.com, rocketreach.com
Cc	NONE
Bcc	Optional (If you want to add your another email or your mentor's email)
Subject	Keen to serve ***Company Name*** as a ***Job Title***!

Hello [Recruiter/HR Name],

I came across the job opportunity for **Job Title** (**Job post link**) from your department, which matches my expertise in the **Job Title Industry**.

I sincerely believe that my experiences align with the job responsibilities mentioned above, like **skill #1**, **skill #2**, and **skill #3**. Moreover, I do not consider myself an ordinary **Job Title** as I always keep **entrepreneurial skill #1**, **entrepreneurial skill #2**, and **entrepreneurial skill #3** in perspective. Therefore, thinking from **Industry 1 the position lies in** and **Industry 2 the position lies in** mindset makes me stand out.

If you think these qualities are a potential fit and my **job title** skills could be an asset to your company, I would love to get on a call and see if we can move forward.
Thank you so much!

Regards,
"***Your Name (Hyperlinked with your LinkedIn Profile***"
"***Your Phone Number***"
"BOOK A ZOOM CALL" (Hyperlinked with your Calendly)

Hiring Managers & Peers

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To	Find it - **Apollo.io, skrapp.io, hunter.io**
Cc	NONE
Bcc	Optional (If you want to add your another email or your mentor's email)
Subject	***Their First Name***, need a quick advice on **XYZ**

Hello [Recruiter/HR Name],

I came across your profile and was impressed by your journey in **[Company/Industry]**, especially your work around **[something specific from their LinkedIn or company]**.

My background is in **[skill #1]**, **[skill #2]**, and **[skill #3]** which directly aligns with the role that ***Company Name*** demands. But more importantly, I have never approached my work like a checkbox employee. I bring a mix of **[Leadership skill #1], [entrepreneurial skill #2],** and a sharp understanding of both **[Industry 1] and [Industry 2]**, which allows me to solve problems with a broader, more strategic lens.

I would genuinely love to hear your perspective on what makes someone successful in this role. Would you be open to a quick 17-minute coffee chat this week or next?

I understand you may have a packed schedule, but even passing this along to the HR on your team would truly mean a lot.

Regards,
[Your Name] (Hyperlinked with your LinkedIn Profile)
[Your Phone Number]
[BOOK A ZOOM CALL] (Hyperlinked with your Calendly)

HR / Recruiters / Talent Acquisition / Directors

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To	Find it via - **Apollo.io, skrapp.io, hunter.io**
Cc	NONE
Bcc	Optional (If you want to add your another email or your mentor's email)
Subject	Recruiter Name, I am keen to serve "Company Name" as a "Job title"!

Hello [Recruiter/HR Name],

I came across the job opportunity for **Job Title** (**Job post link**) from your department, which matches my expertise in the **Job Title Industry**.

My background is in **[skill #1]**, **[skill #2]**, and **[skill #3]** which directly aligns with the role that ***Company Name*** demands. But more importantly, I have never approached my work like a checkbox employee. I bring a mix of **[Leadership skill #1], [entrepreneurial skill #2],** and a sharp understanding of both **[Industry 1] and [Industry 2]**, which allows me to solve problems with a broader, more strategic lens.

I would genuinely love to hear your perspective on what makes someone successful in this role. Would you be open to a quick 14-minute coffee chat this week or next?

I understand you may have a packed schedule, but even passing this along to the concerned HR on your team would truly mean a lot.

Regards,
[Your Name] (Hyperlinked with your LinkedIn Profile)
[Your Phone Number]
[BOOK A ZOOM CALL] (Hyperlinked with your Calendly)

Cold Email - Follow Up

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To	Find it using Apollo.io, skrapp.io, hunter.io, leadleaper.com, or rocketreach.com
Cc	NONE
Bcc	Optional (If you want to add your another email or your mentor's email)
Subject	"Job Title" at "Company Name" - Update

Hello [Recruiter/HR Name],

Did you get a chance to go through my last email?

I am eagerly looking forward to working at **Company Name** in the **Department Name** as a **Job Title** and bringing something new to the table.

Please let me know if there is anything I can do to make the process smoother.

Regards,
"***Your Name (Hyperlinked with your LinkedIn Profile***"

"***Your Phone Number***"

"BOOK A ZOOM CALL" (Hyperlinked with your Calendly)