Recruiter introduction to candidate email template | Workable

**Subject line:** [*Company\_name*] is looking for a [*Job\_title*] / Interested in joining our team at [*Company\_name*]? / Looking for great [*Job\_title*] / Invitation to connect

Hi [*Candidate\_Name*],

I am [*your name*] and I work as a [*your job\_title*] at [*Company\_name*]. I saw your profile on [*e.g. LinkedIn or GitHub*] and I was really impressed by your experience in [*add specific field or an achievement that caught your eye*].

Here at [*Company\_name*], we are always looking to [*e.g. grow or teams with talented people and achieve great things together / collaborate with talented people who’d like to work with one of our clients, like X, Y, Z companies.*]

[*If you’re hiring for a specific role, it’s best to include specific information about the position, e.g. We are currently looking for a [job\_title – add link to the job description] to join our team/ work with one of our clients. I’d love to tell you a little more about this position and learn a few things about you, as well.*]

I’d like to talk to you so I can get to know you better and introduce our company to you.

Are you available [*include date and time or a period of time, e.g. ‘sometime this week’*]? If so, I’d be happy to set up a call. I’m also happy to coordinate via email or LinkedIn, if you prefer.

I hope you have a great day.

Sincerely,

[*Your name*]

[*Signature*]