

Casual Internal Referral Email Template

Subject: Quick referral for the [Position] opening

Hi [Hiring Manager's Name],

Hope you're doing well! I heard through [Referrer's Name] that you're looking for someone for the [Position Title] role. They thought I might be a good fit, and honestly, I'm pretty excited about the possibility.

I've been working in [current role/department] for [time period] and have gotten really good at [relevant skills]. [Referrer's Name] and I collaborated on [project/situation] recently, and they saw how I [specific example of relevant work].

The role sounds like it would be a great next step for me, especially the part about [specific aspect of job that interests you]. I'd love to chat more about it when you have a few minutes.

Let me know if you'd like to see my updated resume or if there's a good time to grab coffee and talk!

Thanks,

[Your Name]

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