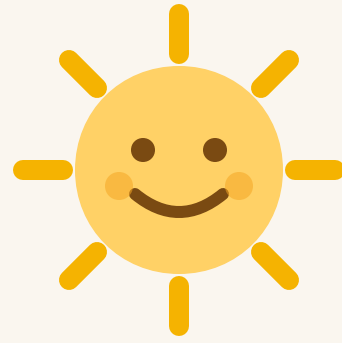


AI JOB SEARCH OS

Club Relaunch

Get back to work.



Outreach Messages

AI Job Search OS · Template pack

Part of the AI Job Search OS kit



Club Relaunch — *Get back to work.*

Outreach Messages — Copy-Paste Pack

Most jobs get filled by people, not portals. These five messages are the ones that actually get replies: two openers, one referral request, and two follow-ups. Each one comes with a fill-in-the-blank template, a fully filled example you can learn from, and personalization tips so it never reads like spam.

How to use this pack: Copy the template, fill in the bracketed parts, add one personal detail, and send. That's it. Keep it short — busy people read short messages.

A note on AI: You can use any AI chat tool (ChatGPT, Claude, Gemini, or any other) to help tailor these. A "prompt" just means an instruction you type to the tool, like: *"Rewrite this message in a warmer tone."* Never paste sensitive details (Social Security number, exact home address, bank or financial details) into any AI tool.

1. Warm Outreach Opener

When to use it: Reconnecting with someone you already know — a former coworker, an old classmate, a neighbor — when you're starting your search.

The template

Hi [Name],

It's been a while! I hope you're doing well at [Company/place].

I'm reaching out because I'm exploring [type of role] opportunities, and I remembered how much I enjoyed working with you. I'd love to catch up and hear what you're working on these days.

Would you be open to a quick 15-minute chat sometime next week? Happy to work around your schedule.

Thanks so much, [Your name]

Filled example (marketing coordinator)

Hi Priya,

It's been a while! I hope you're doing well at Brightpath Media.

I'm reaching out because I'm exploring marketing coordinator opportunities, and I remembered how much I enjoyed working with you on the spring campaign. I'd love to catch up and hear what you're working on these days.

Would you be open to a quick 15-minute chat sometime next week? Happy to work around your schedule.

Thanks so much, Maya

Personalization tips

- 1. Name one shared memory.** "The spring campaign," "the holiday rush at the store," "your onboarding session" — one detail proves this isn't a mass message.
- 2. Mention something current about them.** A new role, a company milestone, a post they shared. Check their LinkedIn profile for 30 seconds before writing.
- 3. Make the ask tiny.** Fifteen minutes, their schedule, no pressure. Small asks get yeses.

2. Cold Outreach Opener

When to use it: Writing to someone you don't know — a hiring manager, a team lead — at a company where you'd like to work. Best used alongside a job application, not instead of one.

The template

Hi [Name],

I came across [Company]'s posting for [Role title], and [one specific thing you noticed about the company or role].

I spent [X years] as a [your past role], where I [one concrete thing you did that's relevant]. I'd love to learn more about the role and the team.

Would you be open to a brief chat? Either way, thanks for your time.

Best, [Your name]

Filled example (retail store manager moving into operations)

Hi Jordan,

I came across Cedarline Logistics' posting for Operations Coordinator, and I was impressed that your team handles same-day fulfillment for the whole West Coast — that's serious coordination.

I spent six years as a retail store manager, where I ran weekly scheduling and inventory for a team of 25 and kept stockouts under 2% during the holiday season. I'd love to learn more about the role and the team.

Would you be open to a brief chat? Either way, thanks for your time.

Best, Marcus

Personalization tips

- 1. Lead with something you genuinely noticed.** A news article, a product launch, a line from the job posting. Never start with "I hope this message finds you well."
- 2. Translate your past into their world.** A store manager doesn't say "I managed a store" — they say "I ran scheduling and inventory for a team of 25." Use the language of the role you're applying for.
- 3. Give them an easy out.** "Either way, thanks for your time" lowers the pressure and paradoxically gets more replies.

3. Referral Request Message

When to use it: Someone you know works at a company you're applying to, and you'd like them to refer you. Referrals are one of the highest-leverage moves in a job search — never feel awkward asking. People refer acquaintances all the time.

The template

Hi [Name],

I saw that [Company] is hiring for [Role title], and I'm planning to apply. I noticed you're on the [team name] team there — it looks like a great fit for my background in [your background].

Would you be comfortable referring me? Totally understand if not — no pressure either way.

If you're open to it, here's my resume: [link or attachment]. Happy to answer any questions about my experience.

Thank you! [Your name]

Filled example (HR generalist)

Hi Sam,

I saw that TalentBridge is hiring for an HR Generalist on contract, and I'm planning to apply. I noticed you're on the people operations team there — it looks like a great fit for my background in onboarding and employee relations.

Would you be comfortable referring me? Totally understand if not — no pressure either way.

If you're open to it, here's my resume: [link]. Happy to answer any questions about my experience.

Thank you! Elena

Personalization tips

- 1. Do the homework first.** Read the job posting and tell them in one line why you fit. Don't make them figure out whether you're qualified.

2. **Make it easy to say yes.** Attach or link your resume so they can refer you in one click. Remove every bit of friction.
3. **Mean the "no pressure."** If they decline or go quiet, thank them and move on. The relationship matters more than any single referral.

Truthfulness reminder: Only ask for referrals to roles you genuinely fit, and never exaggerate your experience to the person referring you — their reputation is on the line too.

4. Follow-Up #1 (after applying)

When to use it: 5–7 days after you apply to a job and haven't heard back. One polite nudge is professional, not pushy.

The template

Hi [Name],

I applied for the [Role title] position on [date], and I wanted to briefly follow up.

[One sentence on why you're a strong fit — tie it to the role.]

I'd welcome the chance to discuss how I could contribute to the team. Thank you for your time.

Best, [Your name] [Phone number]

Filled example (customer success representative)

Hi Maya,

I applied for the Customer Success Representative position on September 18, and I wanted to briefly follow up.

In my last role I supported over 200 customer accounts and kept our team's satisfaction scores above 92% for two years running — I think that hands-on experience fits what your posting describes.

I'd welcome the chance to discuss how I could contribute to the team. Thank you for your time.

Best, Daniel (555) 014-2287

Personalization tips

1. **Say when you applied.** It saves them from digging and shows you're organized.
2. **Add one new detail.** Don't just say "following up" — give them one fresh reason to look at your application.
3. **Include your phone number.** Make the next step effortless for a busy hiring manager.

5. Follow-Up #2 (the graceful check-in)

When to use it: 7–10 days after follow-up #1, if there's still no reply. This is the last nudge — warm, short, and giving them a gracious way out.

The template

Hi [Name],

Just a quick note to close the loop — I'm still very interested in the [Role title] role at [Company].

If the timing isn't right or the role has been filled, no worries at all. And if there's someone else on the team I should speak with, I'd appreciate a pointer.

Thanks again, [Your name]

Filled example (customer success representative)

Hi Maya,

Just a quick note to close the loop — I'm still very interested in the Customer Success Representative role at Harbor & Pine.

If the timing isn't right or the role has been filled, no worries at all. And if there's someone else on the team I should speak with, I'd appreciate a pointer.

Thanks again, Daniel

Personalization tips

1. **Keep it to five sentences or fewer.** Brevity is the whole message here.
2. **Ask for a pointer, not a job.** "Is there someone else I should speak with?" is an easy yes that keeps the conversation alive.
3. **Then let it go.** Two follow-ups is the limit. Log it as closed in your tracker and move your energy to the next opportunity.

Tip: If a message isn't getting replies, paste it into any AI chat tool with the prompt: "Make this message warmer and shorter, but keep all the facts the same." Small edits can make a big difference.

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