

SAMPLE EMAIL TO RE-ENGAGE A PREVIOUS CONTACT

Subject Line: *Reference Request for Jane Doe*

Dear Elisabeth,

I am in the process of searching for a new job and am writing to ask if you would provide me with a reference. Working with you offered me with the opportunity to learn a significant amount. I always valued your opinion and your experience; therefore, I thought you would be the perfect person to approach.

I have attached a copy of my most recent resume and a copy of the job description for the position I am seeking. I would be happy to answer any questions you might have about my job search or to simply catch up.

Thank you in advance for your assistance. I'll be in touch should I hear any news about my application.

Sincerely,

Jane Doe

Remember...

Looking for work?

References can make a difference!

Remember to contact your references in advance of your job search to let them know you are looking. They'll appreciate the heads-up and be better prepared to give you a strong review. In addition, they may know of an opportunity where you'd be a good fit.