



LinkedIn Recruiter Message Templates

Option 1

Hi [first name],

I'm leading a [title of role] search with [org name]. [Short sentence on why their profile stood out to you].

[One sentence that gives the overview of what and who will lead/manage.]

- \ Salary Range: \$XXX,XXX-XXX,XXX
- \ Full Job Description: [shorten link to reduce characters - bit.ly is a solid option for this]
- \ Website: [link to org website]
- \ Location: [highlight working location or hybrid/remote structure]
 - o You can also reiterate location in the subject line

[Specific call to action - lead to application or include Calendly link to connect]!

Thanks,

[Recruiter Name]

Option 2

Hi [first name],

Your [industry] leadership experience, specifically at [name of current employer], would be a great fit for an [job title] search I'm leading for [org name].

We are looking for [two or three quick traits pulled from the JD]. More details are in the job description here: [link to full JD].



I'd love to connect on the phone to answer any questions and discuss potential next steps. Here is my Calendly link to schedule a quick chat on my calendar: [add link/different call to action].

Best,

[Recruiter name]

Potential Subject Lines

Edit based on your own title/organization/location.

- \ NYC Chief of Staff Role!
- \ Remote School Leadership Opportunity
- \ Recruiter Role with Edgility Consulting!
- \ Hybrid Executive Director Search!

Subject Line Tips

- \ Be concise but not too specific - you want them to learn more in the message!
- \ Remote, remote, remote! You want to highlight this if there is any remote flexibility.
- \ Put yourself in the mind of the candidate - play around with structure and sentences.
- \ This is also an iterative process. Try multiple subjects with different groups and respond to the data you collect.

