Send This Email to Get More Interviews

The email templates below help you actually connect with hiring managers to get referrals and land more interviews.



BEACH COMMUTE

WWW.BEACHCOMMUTE.COM

If your job applications feel like they go into a black hole...

It's not your fault.

You could have had all the qualifications, and even been the best candidate for the role...

But oftentimes, a company receives hundreds of submissios, and never even sees your application.

That's usually why you might never hear back.

If you want to get interviews...

Don't just submit an online application and hope for the best...

Reach out to and connect with a real human at the company you want to work for!

See the next page to copy, paste, & send the EXACT email that gets the best results:

EMAIL #1: If you've already submitted an application for an existing role at a company, send this email to the HR rep or hiring manager:

Hi [Recruiter or Manager's Name],

I just submitted my application for the [Role Title] position, and wanted to reach out to you personally.

The more I've learned about [Company Name], the more excited I get about the potential to join your company. I really love [details about the mission/company culture/product(s) - pick 1 or 2], as I appreciate [give genuine/unique reason why you like this company, mission, or products and why you're excited about this role, as well as a few details or examples that clearly involved doing research or knowing about the company].

I've attached my resume here for your convenience.

Either way, thank you for taking the time to review my application, and I hope our paths cross during the hiring process.

Warmly,

[Full Name]

Include your professional headsho heret

LinkedIn

Add a hyperlink here to your LinkedIn profile

Here’s an example of how this can look:

Hi Samantha,

I just submitted my application for the Customer Success Manager position, and wanted to reach out to you personally.

The more I've learned about BrightPath Health, the more excited I get about the potential to join your company.

I really love your mission of making holistic healthcare more accessible and affordable, as well as your focus on supporting customers through every step of their wellness journey. I especially enjoyed reading about your recent expansion into preventative health coaching, and the way your team measures success through long-term customer outcomes rather than short-term metrics. As someone who loves helping people solve problems and create positive experiences, that approach really resonated with me.

I've attached my resume here for your convenience.

Either way, thank you for taking the time to review my application, and I hope our paths cross during the hiring process.

Warmly,

Shari SIgur



Include your professional headsho heret

LinkedIn

Add a hyperlink here to your LinkedIn profile

BONUS:

While sending the email template above is GREAT to do after you've just submitted an application, many job openings get filled through referrals and word of mouth before listings ever get posted.

In order to get considered for these roles, we recommend that you build relationships with people at specific companies you have the most interest in.

To do so, send the email template below to people who work at the companies you'd love to join, even/especially if you don't yet see any job listings available that fit your background.

The goal of the email template on the next page is to help you connect with & genuinely get to know individuals at a variety of companies so that *they* can recommend you for or let you know when a role becomes available internally that fits your background *(sometimes before the opportunity ever goes live to the public!).*

Scroll below to see how this email works...

EMAIL #2:
Send this email when no job opening exists yet:

Send this proactive email to people at companies you have an interest in, regardless of whether or not any job openings exist at that time. The more you connect with people at companies *ahead of time*, the better chance you have of getting a referral and interview when a job *does* open up!

For best results, invest your time & send this email to 5-10 new people each day.

Hi [__First Name__],

I hope you're doing well, and hope you don't mind my reaching out.

I came across your profile on [__share where you found them__].
If you're open to it, I'd love to learn about your experience at [__Company Name__], as well as your path from [__past role/company__] to your current role as [__current role__] at [__Company Name__].

I'm interested in transitioning into a role at a company like [__Company Name__], and would love to hear more about how you got to where you are today.

Would you happen to have 10–15 minutes for a quick chat sometime in the next week or two?

If so, I'd be happy to send over a few times that work on my end. Or if you have any days or times that work best for you, I'll gladly work around your schedule.

Thank you so much, and I hope you're having a great day.

Best,

[Full Name]

Include your professional headsho heret

LinkedIn

Add a hyperlink here to your LinkedIn profile

An example of how this looks:

Hi Melanie,

I hope you're doing well, and hope you don't mind my reaching out.

I came across your profile on LinkedIn through the Home Away company page.

If you're open to it, I'd love to learn about your experience at Home Away, as well as your path from working as a Sales and Event Coordinator at Montreux to your current role as Member Experience Manager at Home Away.

I'm interested in transitioning into a role at a company like Home Away, and would love to hear more about how you got to where you are today.

Would you happen to have 10–15 minutes for a quick chat sometime in the next week or two?

If so, I'd be happy to send over a few times that work on my end. Or if you have any days or times that work best for you, I'll gladly work around your schedule.

Thank you so much, and I hope you're having a great day.

Best,

Shari Sigur



LinkedIn

TIP: If you don't hear back on email #2 above, send this follow-up email 2-3 days later

Note: People you reach out to are busy, and don't always see or have time to respond to your first note. So...if you don't get a response right away, this doesn't mean they don't want to speak to you! Many people get calls scheduled from this follow up note. Don't be afraid to send this second email!

Hi [__First Name__],

I hope you're having a great day!

Absolutely no worries if you're too busy, but just wanted to send one last email following up on my note below.

If you happen to have a few minutes to connect, I'd love the chance to learn more about your experience at [__Company Name__].

I'd be happy to send you a few times to choose from. Or if it's easier, feel free to share a time that works best for you, and I'll happily work around your schedule!

Thank you so much,

[Full Name]

Include your professional headsho heret

LinkedIn

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Why does email #2 work so well?

If you'd like to learn more about why this process works when you send an email to people at a company BEFORE a job opening even comes up...

Plus, who to reach out to at each company, and how to find each person's email address...

You can scroll below for more detail ! 🏝️

How to get started...

First, do this before you overthink it:

👉 Copy the first email above.
👉 Send it to 3–5 people at the company you most recently applied to OR a company you want to work for (even if no open roles right now)

WHO to reach out to at each company:

1. Go to LinkedIn
2. Search for the company you want to connect with
3. Click on the “People” tab
4. Look for any of these:
    - 1st or 2nd degree connections
    - People with whom you have something in common (*school, past company, location, interests, etc*)
    - People on the team you most want to join

5. Send a note to to 3-5 people at the company
   (not everyone will respond...plus, the more people you get to know, the better!)

Next...

LinkedIn messages often get ignored...
👉 Email works much better.

How to find each person's email address:

Option 1:

Use a tool like hunter.io
(Type in their name + company)

Option 2:

Send an email to each of these addresses *(one usually works!)*:

1. firstname@company.com *(ex: jane@matrix.com)*
2. firstname.lastname@company.com *(ex: jane.smith@matrix.com)*
3. firstinitial.lastname@company.com *(ex: j.smith@matrix.com)*

Note: You'll get an email error message back right away if one of the email addresses doesn't exist. If you get a "bounce-back," then try the next option...if you don't get an error message, you guessed the address right!

Most companies usually use 1 of these 3 formats.

Why this works to get interviews (when applying alone doesn't)

Most people:

- Apply online
- Wait
- Hear nothing

But companies get flooded with applications....
So if you don't hear back, it doesn't mean you're not qualified...
Or they don't like you...
Oftentimes, a company never even sees your application.

Sending the email above works because:

👉 You get in front of a real person
👉 You stand out immediately
👉 You create a conversation (instead of waiting)
👉 You often get a referral from the inside (instead of waiting)

Important: this email is NOT about "pitching yourself"

The goal of the email and call is NOT to:

- Sell yourself
- Ask directly for a job
- Try to impress the person

In both the email and on your call, you simply want to:

👉 Ask about their experience
👉 Learn about the person you talk to

People love talking about themselves.

When they talk about themselves, they like YOU more *(strange, we know!)*
And when they like you...
👉 They're much more likely to help you.

You don't need to prove yourself on the call *(that's what official interviews are for!)*

You don't need to TELL the person about your qualifications or experience...

People will learn about your capabilities by the questions you ask & the way you interact with them...

You SHOW them your intelligence and experience through thoughtful conversation.

What happens next...
(Most people miss this part)

At the end of a good conversation, you can say:

👉 "I actually applied for a role at your company recently..."

And ask if they'd be open to either:
👉 Refer you
👉 Or pass your resume along to the hiring manager

(Many companies give employees a bonus for referring candidates...so they actually have an incentive to help you!)

And this is HUGE:

👉 People who get referrals are 5-10x more likely to get interviews than those who only apply online...

So start sending your emails to land your remote job faster!

If you've applied to tons of jobs, and you never hear back:

These emails are your missing step.

You don't need to:

- Apply to 50 more jobs
- Rewrite your resume again
- Wait and hope

👉 **Just send the email above**

Instead of submitting more applications, send more emails.

Set aside time to send at least 10 new emails each day, and watch how your job search can gain traction!

Want a job that lets you work from anywhere? 🌎 💻 ✈️

This email strategy works for any job...

But it works especially well for remote jobs, where competition is even higher.

And once you know how to get responses...

👉 The next step is to find the right jobs & companies to use this strategy on.

If you want a FULLY remote job that gives you the freedom to work from anywhere...

Inside the Beach Commute Atlas, you'll find ONLY:

- Companies that actually let you work from anywhere while you travel *(if you want!)* 🌎
- *Fully remote jobs*
- No "remote-ish" roles with hidden restrictions

So you can stop wasting time scrolling LinkedIn for "sort of" remote jobs...

And find a job that lets you work from anywhere.

Check out all current work-from-anywhere job listings here →

Who are the faces behind Beach Commute?

In addition to working as career coaches & remote job experts...

We're 3 digital nomads who met while working remotely from Bolivia nearly 10 years ago.

Since then, we've worked remotely from 100+ countries...

Such as Thailand, South Africa, Australia, Portugal, Italy, Nigeria, Oman, Panama, Mexico, Costa Rica, Japan, and beyond.

Whether you want the freedom to work remotely from places like Spain, New Zealand, or your sister's backyard...

We love to help you get the freedom to work from anywhere in the world you choose!

Have your job & travel too 🌎 💻 ✈️

Jeff, Diego & Marisa

