



# HOW TO WRITE A REFERRAL

Employee referrals are when a candidate is referred for a position through an existing employee at the company or someone within the candidate’s network. It is a helpful way to shorten the talent search for employers and a valuable way for candidates to be seen.

Some companies have a formal process for referring candidates, whereas other companies have more informal procedures where a simple email referral is sufficient. Once a referral is submitted, the hiring team will evaluate whether or not the candidate is the right fit for the position. Here are a few ideas to help make a great referral.

## BEFORE YOU’VE STARTED THE POSITION

- You have accepted the position but have not yet started and want to refer someone for another open role
- You declined an offer, but want to refer someone else for your role
- You’ve established a positive relationship with the recruiter/hiring manager

*Subject: Job Referral for [Position Name]: [Friend Name]*

*Dear [Hiring Manager’s Name],*

*I hope this email finds you well. I was recently offered a position at [Company Name], and although I have not started yet [or: although I will not be joining the team], I wanted to take the opportunity to refer my friend, [Friend’s Name], for the [Job Title] position that is currently open at [company name].*

*[Friend’s Name] has [number of years] of experience in [relevant experience or skills], and I believe they would be an excellent candidate for the role. [Include any additional details about your friend’s experiences, qualifications, or character that would be relevant for the job].*

*I have known [Friend’s Name] for [number of years], and I can attest to their exceptional work ethic, professionalism, and strong skills in [relevant skills]. I believe that [Friend’s Name] would be a valuable addition to your team, and I am happy to recommend them for the position.*

*Please let me know if there are any further steps I need to take to ensure that my referral is considered, or if there are any other details that you require from me.*

*Thank you for your time and consideration.*

*Best regards,*

*[Your Name]*

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## DURING THE POSITION

- You have an established relationship with HR, your manager
- You've found out how your company handles referrals i.e. form, calls, emails, meetings
- You've established some credibility

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*Subject: Referral for [Friend's Name] for [Job Title] position at [Company Name]*

*Dear [Hiring Manager's Name],*

*I hope this email finds you well. As an intern at [Company Name], I have been impressed with the company culture, the talented team, and the commitment to delivering high-quality work. I am writing to refer my friend, [Friend's Name], for the [Job Title] position currently open at your company.*

*[Friend's Name] has [number of years] of experience in [relevant experience or skills], and I believe they would be an excellent candidate for the role. [Include any additional details about your friend's experience, qualifications, or character that would be relevant for the job].*

*I have known [Friend's Name] for [number of years], and I can attest to their exceptional work ethic, professionalism, and strong skills in [relevant skills]. I believe that [Friend's Name] would be a valuable addition to your team, and I am happy to recommend them for the position.*

*Please let me know if there are any further steps I need to take to ensure that my referral is considered, or if there are any other details that you require from me.*

*Thank you for your time and consideration.*

*Best regards,*

*[Your Name]*

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## AFTER THE POSITION

- You completed the internship
- You have a positive relationship with the employer
- You have established credibility

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*Subject: Referral for Job Opening at [Company Name]*

*Dear [Hiring Manager's Name],*

*I hope this email finds you well. I recently completed my internship with [Company Name], and I wanted to take a moment to express my gratitude for the opportunity to learn and grow with your team. The experience has been invaluable, and I am grateful for everything I learned during my time with the company.*

*As someone who has worked closely with your team, I wanted to bring to your attention a talented professional in my network who I believe would be an excellent fit for the job opening you have advertised. [Friend's Name] has [number of years] of experience in [Industry/Field], and I believe their skills and expertise would be a great asset to your team.*

*I am confident that [Friend's Name] would thrive in the dynamic and challenging environment of your company, and I highly recommend them for the position. Please find their resume attached for your consideration.*

*Thank you for your time and for considering my referral. I appreciate everything that I have learned during my internship and am excited to see how the company continues to grow and succeed in the future.*

*Best regards,*

*[Your Name]*

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## OTHER STRATEGIES

### LinkedIn

#### Write a shout-out post on your feed.

*I'm thrilled to have had the opportunity to work alongside [tag teammate] during this incredible internship experience! Together, we learned, grew, and made lasting memories while [specific detail about internship]. Grateful for the chance to have collaborated with such a fantastic colleague! [Insert picture or project].*

*I wanted to take a moment to give a huge shout-out to [tag teammate] who never fails to impress me with their incredible skills! Whether it's their exceptional [insert specific skill], their [insert another skill or attribute], or their ability to [insert a third skill or accomplishment], [teammate] truly sets the bar high. Not only is [teammate] a fantastic [insert profession or role], but they are also an amazing person who constantly inspires those around them. Keep up the outstanding work, [teammate], and thank you for being such an inspiring colleague!*

#### Add teammates in the Projects section

When you add entries to your Projects section, don't forget to add teammates who contributed to your project. This is a quick and easy way to acknowledge others' experiences and abilities.

#### Give Endorsements

Scroll down to the Skills section on your connection's profile and hit Endorse on skills that you want to vouch for. Endorsing your connection's skills is a way to recognize any professional abilities that you've seen them demonstrate. When you endorse a connection's skills, it contributes to the strength of their profile, and increases the likelihood that they'll be discovered for opportunities related to the skills they possess.

#### Leave a Recommendation

Click the More button (next to the Message button) on your connection's profile. Press the Recommendation option to leave a note about what it was like to work with them. Choose your relationship to them, their position at the time you worked with them, and a brief note.

*I've had the pleasure of working with [teammate] at [company name] for the past two years. Their attention to detail is unparalleled and they always deliver quality work. [It is optional but recommended to include comments on a specific project you worked with the colleague on, where you specify their particular skills and contributions]. [Teammate] would be a great asset to any company looking to hire.*