

Outbound Email Mad Libs

Email outreach...MadLibs style!

These are just to get you started. Please make them your own and use the words that feel right.

The point is not to sound perfectly polished. The point is to get the right people into conversation with you.

Pick one. Fill in the blanks. Send it before you talk yourself out of it.

Then tell me you did it: hello@tractionresume.com.

actually send it

Recruiter or hiring manager outreach

Hey *[Name]*,

I noticed you support *[search type / team / market]* searches. I'm exploring *[target role]* roles where I can pair *[strength 1]* with *[strength 2]*.

If you're working on searches where that background would be useful, I'd be grateful to be on your radar.

[Your Name]

Target company outreach

Hey *[Name]*,

I've been following *[company / initiative]* and the work around *[market problem]*. My background is in *[relevant lane]*, and I'm exploring roles where I can help teams *[desired business outcome]*.

If your team is adding *[talent type]*, I'd be glad to connect.

[Your Name]

The follow-up you've been avoiding

Hey *[Name]*,

Thank you again for offering to keep an eye out. The cleanest version is this: I'm targeting *[role level / function]* roles in *[market]* where I can *[business value]*.

If someone comes to mind, I'd be grateful for *[specific next step]*.

[Your Name]

Warm network reconnect

Hey *[Name]*,

It's been too long since we caught up. I'm starting a focused search for *[role type]* roles in *[industry / market]*, especially roles tied to *[problem or specialty]*.

You've always had a strong read on *[their area of insight]*. If anyone comes to mind who would be worth a conversation, I'd love your thoughts.

[Your Name]

Ask for the introduction

Hey *[Name]*,

If you're comfortable, would you be willing to introduce me to *[person]*?

A simple note is perfect: "*[Person]*, I wanted to introduce you to *[Your Name]*, who is exploring *[target lane]* roles and has a strong background in *[proof / specialty]*. I thought the two of you might have a useful conversation."

[Your Name]

Proof-point email

Hey *[Name]*,

I saw your team is focused on *[company priority / market need]*. That caught my attention because I've spent the last *[timeframe]* helping teams *[result you've created]*.

If that kind of background would be useful for *[team / role / initiative]*, I'd be happy to send over a quick summary.

[Your Name]

The 7-day send-it sprint

Don't just save this. Use it. One message a day is enough to start changing the energy around your search.

- Day 1** Send one note to a recruiter or hiring manager tied to your target lane.
- Day 2** Follow up with someone you've been nervous to email back.
- Day 3** Reconnect with someone in your network you haven't spoken with in a while.
- Day 4** Email one person at one target company.
- Day 5** Send one proof-point email with a result, market problem, or clear business value.
- Day 6** Ask one person for one specific introduction.
- Day 7** Look at what came back. Where did people respond? Where did the story still feel hard to explain?

And yes, I mean this part: when you send one, email hello@tractionresume.com and tell me, "Sent it."

If the emails still feel hard...

It may not be an outreach problem. It may be a positioning problem.

Book a strategy call and we'll look at the resume, LinkedIn, outreach, and market message together.

tractionresume.com/book