**The Email Template That Guarantees Your Reference Will Say All the Right Things**

<https://www.themuse.com/advice/the-email-template-that-guarantees-your-reference-will-say-all-the-right-things>

*Hi [name],*

*I hope all is well! How have things been with you and [the person’s company, organization, or personal interest]?*

*I’m reaching out because I’ve been interviewing for a [position name] role at [company], and I’d love to list your name as a reference, if you’re willing. I thought of you because we’ve [ways in which you’ve worked together], and you could speak to my [key skills and abilities needed in the new position].*

*I’ve attached my current resume and the position description for your reference. I know the hiring team is particularly looking for someone who [very short description of key elements of the role], so specifically, I’m hoping you can talk about:*

* *[1-2 skill, abilities, or talents that are key to the position]*
* *[Specific project you worked on that’s relevant to the role]*
* *[Key differentiator between you and other candidates]*

*Please let me know if you’d be willing to serve as a reference and, if so, your preferred contact info and any other details you need from my end. I believe the [call, email] will come from [hiring manager or recruiter’s name] at [company] around [time frame].*

*And, of course, if you’re busy or not comfortable, I completely understand. Thank you in advance for your time, and let me know how I can return the favor!*

*All the best,*

*[Your name]*