**Professional Referral Request Email**

**Subject:**(Name Here)—Referral Request

Dear (Name Here),

Recently on LinkedIn, I spotted a job ad for the position of marketing assistant at XYZ Corp. As I know you have been there for several years now, I wondered if you might be willing to give me a referral for the job.

I was especially excited to see that the job involves working heavily with your team on email marketing and social media campaigns. Since we last worked together at ABC LLC, I have gained extensive experience with HubSpot, Google Analytics, and SurveyMonkey. I would love to put these skills to work for XYZ.

I have attached a copy of my resume and a link to my portfolio, so you can see my recent experience. Please let me know if you have any questions or if you would like to see further samples of my work.

Best,

(Name Here)

example@email.com  
portfoliosite.com/example   
xxx-xxx-xxxx