**Sample Email Message to a Passive Candidate**

*Hello [first name],*

*I am an employer and came across your resume on Indeed today. Your previous work history sparked my interest. In particular, I noticed that you [point out specific skill or experience that may be relevant to your job opening].*

*I was wondering if you have a phone number or email address so I could contact you about [describe job opportunity here] we have in our company.*

*We’re [explain company in 1 sentence]. We provide our employees [explain unique benefits, like flexible hours or unlimited vacation time].*

*Hope to hear from you soon!*

*[insert your signature & provide contact Information: phone, email, website]*