The centre outreach email template

Use a short, relevant enquiry where a service welcomes direct approaches. Respect its recruitment process.

Before you write

Check the service's careers page and any instructions about unsolicited applications. Use a published business contact. Confirm that the role or enquiry fits your qualifications, registration and availability.

Adapt this enquiry

Subject: [Role or relevant enquiry] - [Your name]

Hello [name],

I am [accurate role, qualification and status], based in [area]. I am interested in [service] because [one verified, relevant detail].

In [work or placement context], I [brief, truthful example of your contribution]. I am looking for [role type or working pattern] and am available [accurate availability].

Do you accept enquiries about suitable opportunities, or is there a preferred application process? I understand there may be no current vacancy.

Thank you for your time,
[Your name and preferred contact details]

If a role is advertised

Apply through the requested channel and use the exact role title or reference. Attach documents only as requested. Explain your fit with a relevant example rather than sending an unrelated general enquiry.

Follow up respectfully

Follow any stated timeline. If no timeline is given, one brief follow-up after a reasonable interval can ask whether further information is useful. Avoid repeated messages or assuming that silence means rejection. No sending time or follow-up interval guarantees a reply.

Keep a simple record

Record the service, role link, date sent, response and next action in the application tracker. Keep personal information private on your own device.

Read the complete outreach guide | Free toolkit

Use relevant, individual messages rather than bulk unsolicited outreach.

Optional support: Documents $25 | Targeted Strategy Call $50 | Documents plus Strategy $70 | Ultimate ECT Package $100. Check inclusions and enquire.