

TEMPLATES

The Outreach *Message* Kit

The fourteen messages that move a remote or abroad job search forward, in the shape that gets answered. Copy, fill the brackets, send.

WHAT'S INSIDE

- What gets a reply, and what does not
- Fourteen messages with filled-in examples
- The location sentence, in every message
- Following up without nagging
- Your own versions

What gets a reply

Messages that get answered share a shape: they lead with the ask or the reason, they contain something the reader did not already have (evidence, a date, a decision), they answer the questions the reader was about to ask, and they give the reader an easy out. Messages that go unanswered are long, vague, or make the reader do the work.

For a geo-flexible search there is a fifth ingredient: the location sentence. Where you are, in UTC, what overlap you offer in their zone, and what employment type you would be. It goes in almost every message below, because it is the question every remote employer has, and answering it before it is asked is what marks you as someone who has done this before.

THE LOCATION SENTENCE

"I am based in Lisbon (UTC+1) and can reliably cover 1pm to 7pm Eastern; I would work as a contractor or via an employer of record, since I am a Brazilian citizen resident in Portugal."

1. The referral ask (someone you know at the company)

Hi [name], I am applying for the [role] at [company] and I would rather arrive as a referral than as a stranger. Would you be willing to refer me? I have attached my application and a three-line summary of why I fit, so it is a two-minute job on your side. If it is not the right moment or the right fit, say so and no harm done.

Why it works: Do the work for them: attach what they need, offer the out.

2. The cold note to a hiring manager

Hi [name], I applied for the [role] this week and wanted to say why directly, since applications are read fast. [One sentence: the most relevant thing you have done, with a number.] I am based in [city], [n] hours from [their zone], and can cover [overlap]. If the role is still open, I would value ten minutes; if it is not, I would still like to know what you look for. [link to one piece of evidence]

Why it works: Evidence, location, overlap, one ask. Under 100 words.

3. The sponsorship question (before you invest in a take-home)

Hi [name], before I start the take-home I want to check one thing, because it decides whether it is fair to take your time: I would need visa sponsorship for this role, most likely under [visa class]. I have a [degree], [n] years in [field], and my documents are ready. Is sponsorship possible for this position? If not, I completely understand and would rather know now.

Why it works: Early, brief, framed as respect for their time.

4. The follow-up after an application, seven to ten days on

Hi [name], I applied for [role] on [date]. Since then, [one relevant thing: I noticed you launched X and it is close to a project I ran; I finished a certification the listing mentioned]. I am still very interested; is the role still open, and is there anything you would like from me?

Why it works: A reason to write, not a nudge. Once.

5. The follow-up after an interview, 48 hours on

Hi [name], thank you for [day]. Two things I wanted to add: [a better answer to a question you fumbled, in two lines] and [a link to something you mentioned]. I am clear on the overlap you need ([hours], [zone]) and it works for me. Looking forward to hearing about next steps.

Why it works: Fix one answer, confirm the logistics, stop.

6. The reply to a recruiter about location

Thanks for reaching out. Two facts that usually decide fit early: I am based in [city] ([UTC±]) and I can reliably cover [their hours] in [their zone]; and I would work as [an employee via an EOR / a contractor / an employee in country X], since I am [citizenship / residency]. If those work for the role, I would love to talk; if not, thank you for thinking of me.

Why it works: Answer the two questions they were going to ask.

7. The reply to "what are your salary expectations"

Before I give a number, is compensation location-adjusted here, and what is the band for this level in my location? I want to anchor to the right range. [Then:] Based on what I have seen for this role in [market], I am targeting [range in their currency], and I am flexible on the shape of the package.

Why it works: Ask for the band first. The Global Salary Negotiation Guide has the rest.

8. The seasonal employer approach (independent, in the hiring window)

Hi [name], I will be in [resort/town] from [date] and I am looking for [role] work for the [season] season. I have [n] seasons at [place, role] (reference on request), I hold [certificates], and I have the right to work in [country] via [passport / visa]. I have attached a one-page CV in [language]. Could I come by on [date] to talk?

Why it works: Dates, right to work, certificates, one page. Seasonal employers hire on availability and paperwork.

9. The work exchange enquiry

Hi [name], I am interested in the exchange at [place] from [date] for [n] weeks. I can offer [skills]; I have done [relevant experience]. Could you confirm the hours per week, days off, the room and meals, and whether a stipend is involved, so we both know the terms before I book travel? I hold [passport] and have checked I can stay [n] days.

Why it works: Ask for the terms in writing, up front. The Work Exchange Starter Kit explains why.

10. The "keep me in mind" after a decline

Hi [name], thank you for letting me know, and for the reason; that is more useful than most people get. I would like to apply again when [role type] opens, and I will spend the meantime on [the gap they named]. If you are willing, I would welcome fifteen minutes of feedback at some point, in your timezone.

Why it works: Gracious, specific, forward-looking. They remember these.

11. The graceful decline of an offer

Hi [name], thank you for the offer and for the time everyone gave me. I have decided to accept another role, mainly because [one honest reason: the location terms; the employment type; the overlap]. I enjoyed meeting the team and would be glad to stay in touch; if a role with [X] opens, I would like to hear about it.

Why it works: One reason, no hedging, a door left open.

12. The request for a reference

Hi [name], I am applying for remote [role] positions and I would like to give your name as a reference, if you are comfortable with it. The questions tend to be about how I worked at a distance: how you knew the work was happening, how I handled being blocked, whether you would rehire me remotely. I have attached the roles I am applying for and a reminder of what we worked on together. Thank you for considering it.

Why it works: Ask permission, brief them, make it easy.

13. The message to a Signal Profile viewer (employer who found you)

Hi [name], I saw [company] viewed my profile. If you are hiring for [role type], here is the short version: [two lines of evidence], based in [city] with [overlap] against [zone], available from [date]. Happy to talk if there is a fit; if it was just browsing, no reply needed.

Why it works: Low-pressure, informative, an easy out.

14. The check-in with a warm contact, no ask

Hi [name], no ask in this one. I saw [something they did] and thought of our conversation about [topic]. I am [where you are, what you are doing] and [one line of news]. Hope [their thing] is going well.

Why it works: The message that makes the next ask possible.

02

Following up without nagging

AFTER	WAIT	THEN	IF STILL NOTHING
An application	7–10 days	One follow-up, with a reason (message 4)	Move it to Closed after 30 days; do not write again
A screen or interview	48 hours	Thank-you with one fix (message 5)	At the promised date + 2 days, ask once where things stand
A referral or intro	3–5 days	Thank the referrer; write to the contact	Let the referrer know it went quiet; do not chase the contact twice
A promised decision date	The date + 2 days	"Is there an update on timing?"	One more after a week; then assume no and keep searching
An offer you are considering	Within their deadline	Questions in one numbered message	Ask for an extension once, with a reason

TWO UNANSWERED MESSAGES IS THE LIMIT

Everywhere, for every kind of contact. The third message costs you more than the silence does. Put the energy into the next application; the Remote Job Search Tracker is built to make that easy.

03

Your versions

Write the three you will send most, once, in your voice.

My location sentence _____

MY COLD NOTE TO A HIRING MANAGER (UNDER 100 WORDS)

MY SPONSORSHIP QUESTION, OR MY RECRUITER REPLY ABOUT LOCATION

MY FOLLOW-UP AFTER SILENCE

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