

# HOW TO SEND AN EMAIL TO A RECRUITER

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CREATE BY - ATUL KUMAR (LINKEDIN)

## 3 SAMPLE EMAIL TEMPLATES JOB SEEKERS CAN USE TO EMAIL RECRUITERS



## New message

To: hiring.manager@company.com

Subject: 'Job application' – Job title, Job ID (if applicable) — Your Name

Dear **[Hiring Manager's Name]**

I am very interested in applying for the **[position]** opportunity and joining your team at **[name of the company]**. Please find attached my resume and cover letter for your consideration.

I recently graduated from **[university]**, where I completed a **[degree]**. During my studies I have **[relevant internships, relevant modules, accomplishments, achievements, major success]**. I am eager to apply my skills and knowledge to an inspiring organization where I can make a meaningful contribution.

Thank you very much for reviewing my application. I look forward to hearing from you regarding next steps.

Yours sincerely,

**[Your name]**

**[LinkedIn profile]**

**[Email address]**

**[Phone number]**

## New message

To: hiring.manager@company.com

Subject: 'Job application' – Job title, Job ID (if applicable) — Your Name

Dear **[Hiring Manager's Name]**

I apply with enthusiasm for the position of **[position]** at **[name of the company]**. Please find attached my resume and cover letter for your consideration.

For the past **[x]** years I have been working as a **[qualification]**. During this time, I have accomplished **[relevant achievements, major success, relevant work experiences]**. I therefore believe my skillset and experience would make me a valuable as-set to your organization by **[say what you can bring/implement, in what way you would be a valuable asset - directly linked to requirements in the job ad]**.

Thank you very much for reviewing my application. I would love to discuss this exciting opportunity in more detail.

Yours sincerely,

**[Your name]**

**[Your job title]**

**[Email address]**

**[Phone number]**

## New message

To: hiring.manager@company.com

Subject: 'Job application' – Job title, Job ID (if applicable) — Your Name

Dear **[Hiring Manager's Name]**

I am very interested in applying for the **[position]** opportunity at **[name of the company]**. Please find attached my resume and cover letter for your consideration.

With **[x]** years of experience in **[qualification]** I have a verifiable history of **[relevant achievements, major success, relevant work experiences]**. I believe I would be a strong fit for this position.

Thank you very much for reviewing my application. I look forward to hearing from you regarding next steps.

Yours sincerely,

**[Your name]**

**[Your job title]**

**[Email address]**

**[Phone number]**