



# EMAIL TEMPLATES

Email templates that will need you to send  
the recruiter



DEVELOPER UPDATES

## Email Template for Job Application for a Fresher

**Subject Line:** Job Application for [Job Position]

Hello [*Recuriter Name / Sir / Madam*],

My name is [*Your Name*] and I am a recent graduate of [*insert university here*] with a degree in [*field of study*].

I am interested in any [*Job Position*] opportunities and was wondering if you had any openings.

I have experience using [*Tech1, Tech2, Tech3 and Tech4 (Mention your technologies)*]. I am confident that my skills would be a great asset to your team.

Thank you for your time and consideration.

Best Regards,  
[*Your Name*]

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## Email Template for Job Application for an experienced person

**Subject Line:** Job Application for [Job Position] - [Reference Number If Any]

Hi [Recruiter Name / Sir / Madam],

I have [years of experience] years of experience as a [Your current position] and I am keen to work in the front-end field.

I am confident that my skills would be a valuable addition to your team, and I would be grateful if you could consider me for your next vacancy.

Thank you for your time!

Best Regards,  
[Your Name]

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## Email Template to schedule interview

**Subject Line:** Availability for Interview

Hi [Recruiter Name / Sir / Madam],

I hope this e-mail finds you well. I am a [Your current position/Job seeker] who has been wanting to schedule an interview with your company ever since I saw your job listing.

**For Experienced Person** - I have been working since [your experience] in the [your field name] field and believe that my skills could be of great value to your company.

**For Fresher** - I have experience using [Tech1, Tech2, Tech3, and Tech4 (Mention your technologies)] and believe that my skills could be of great value to your company.

Would it be possible to arrange a call or Skype session so that we can discuss my qualifications in more detail?

Thank you for your time and consideration.

Sincerely,  
[Your Name]

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## Email Template to follow up to know the interview result

**Subject Line:** Re: Interview on Monday at 10 AM (Give a reply to past email)

Hi [Recuriter Name / Sir / Madam],

I wanted to get in touch with you about my interview experience. I felt really great during the interview and am grateful for the chance to have spoken with you.

Based on my performance and skills, I believe I could provide value as [job position] at your company.

Thank you for taking the time to meet with me, and I hope to hear back from you soon with further information concerning the hiring process.

Thank you again,  
[Your Name]

## Email Template for Internship

**Subject Line:** Re: Interview on Monday at 10 AM (Give a reply to past email)

Hi [Recuriter Name / Sir / Madam],

I wanted to reach out and see if you had any internship opportunities open up at your company.

I am a recent college graduate and I have good knowledge about [skill1, skill2, skill3... ]. I am really interested in learning more about the business world.

If there are any internships that are available, I would be interested in applying. Thank you for your time and consideration!

Sincerely,  
[Your Name]

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