

Email and Voicemail Example

Voicemail Message to a Contact

Hi, [name], my name is Jane Smith. I'm contacting you because I have a strong interest in working for [company name]. I recently applied online for the [job title] position and I hoped you might take a moment to review my resume. I believe that once you do, you'll be as confident as I am that I am the right person for this job.

"Thank you for your time and consideration."

Email to a Contact

[Subject Line:] Message from an overlooked [job title] position candidate or Message from a Top [Job Title] Candidate

I am contacting you because I applied to the [job title] position [(requisition number xxxx)], and I believe my skills and experience are a great match for the job. My resume is attached for your convenience. I believe that once you review my resume, you will be as confident as I am that I am the right person for this job.

Thanks in advance for taking the time to consider my candidacy.