

HOW TO EMAIL A RESUME

CHECK THE TEMPLATES

SAMPLE EMAIL TO RECRUITER

Subject: Application for [Job Name]

Body:

Dear [Recruiter Name],

I am [Your Name] and I'm interested in the [Job Name] position. My résumé is attached to this email.

After reviewing the job description, I believe I possess the required skills and qualifications. Details about my current and previous roles are included in my resume.

Could you outline the next steps in the hiring process?

You can reach me at [Contact Details]. I look forward to your response.

Best regards,

[Your Name]

JOB APPLICATION EMAIL

Subject: Application for [Job Name] at [Company]

Body:

Dear [Recruiter Name],

My name is [Your Name], and I am applying for the [Job Name] role. Attached is my resume for your review.

With [X] years of industry experience and transferable skills, I am confident in my ability to excel in this position.

I am eager to contribute to [Company Name] and would appreciate confirmation of receipt and details on next steps.

Please contact me at [Contact Details] with any questions.

Best regards,

[Your Name]

COVER LETTER EMAIL

Subject: Application for [Job Title] – [Your Name]

Body:

Dear [Recruiter Name],

I am applying for the [Job Title] position at [Company Name]. Attached are my resume and cover letter.

In my cover letter, I detail my motivation, relevant experience, and salary expectations.

Feel free to contact me at [Phone Number] or [Email Address] for further discussion.

Regards,

[Your Name]

POST-REJECTION FOLLOW-UP

Subject: Thank You for Considering My Application

Body:

Dear [Recruiter Name],

Thank you for reviewing my application for [Position Name] at [Company Name].

While I'm disappointed not to proceed further, I would appreciate staying connected for future opportunities that match my skills.

Please keep my resume on file and contact me at [Email Address] if needed.

Best regards,

[Your Name]

FORMAL RESUME SUBMISSION

Subject: Resume for [Position Name] – [Your Name]

Body:

Dear [Recruiter Name],

I've attached my resume for the [Position Name] role. It highlights my work history, education, and key strengths.

After researching [Company Name], I am excited about your mission and believe I meet all requirements.

Kindly confirm receipt and share the next steps. Reach me at [Contact Details] with any questions.

Sincerely,

[Your Name]

JOB ACCEPTANCE EMAIL

Subject: Acceptance of [Job Title] Offer

Body:

Dear [Recruiter Name],

Thank you for offering me the [Job Title] role at [Company Name]. I am thrilled to accept!

Before finalizing, I'd like to clarify [specific questions about the role].

Please contact me at [Your Contact Information] to discuss next steps.

Thank you again for this opportunity. I look forward to joining the team.

Best regards,

[Your Name]