

An illustration featuring a large, light pink rectangular sign with rounded corners. Two hands are shown holding the sign: a light-skinned hand at the top right and a darker-skinned hand at the bottom left. The sign contains the text 'HOW TO EMAIL A RESUME' in large, bold, black, serif capital letters. Below this, in a smaller, bold, dark brown, serif font, is the text 'Check the Templates'. A dark brown wavy arrow points from the bottom right of the sign towards the right edge of the frame. In the top left corner, there are several small, dark brown, oval-shaped specks.

# **HOW TO EMAIL A RESUME**

**Check the Templates**



# Sample email to send resume to recruiter

Dear (Recruiter name)

I am (name) and I'm interested in the post of (job name). My résumé is attached to this email.

After reading the job description, I believe I possess all the necessary abilities and credentials. Details about my current employment and previous roles are also available.

Can you describe the steps in the process and how they will be completed?

You can reach me at on (insert details). I'm interested in your response regarding how to proceed with my application.

Your name

2.

# Sample email to send resume to job

Dear (Recipient's name),

My name is (name), and I'm submitting an application for the job of (job name). A copy of my résumé is attached to this email.

I have (X) years of industry experience and a lot of transferrable knowledge. I've read the job description, and I think I'm qualified to perform the job well.

I'm eager to apply for the position of (job name) because it's a fantastic opportunity in a fantastic company.

Please don't hesitate to get in touch with me if you have any questions (insert contact details). Would you kindly confirm that you received my email and inform me of the procedure's next steps?

best regards

Your name

3.

# Sample email cover letter with attached resume

Dear (Recruiter name)

I'm making an application for the job of (job title) at (company).

Please find my CV and cover letter attached as stated in the job description. I describe my motivation for applying for the job, my prior experience, and my pay goals in my cover letter.

You can reach me at any time at (insert phone number) or by email if you have any questions (insert address).

Regards

4.

# Thank you for considering my resume email template

Dear (Recruiter name)

Thank you for taking a look at my application for the post of (position name) at (company name).

Even though I was unhappy that I wasn't selected for the interview, I can see why. If it's feasible, I'd like to continue in touch with you, so please send me information on any upcoming opportunities you think I could be a good fit for.

I prefer to be reached by email at (insert details)

Please feel free to keep my resume on file and don't be afraid to get in touch with me if you have any inquiries.

5.

# Best email template for sending a resume by email

Dear (Recruiter name)

I have attached my resume for the position of (insert details).

In my CV, I've listed information about my past employment, educational background, and character traits. After looking over the job description, I am confident that I meet all the necessary requirements.

I've conducted considerable research on your company, found your path fascinating, and look forward to what the future holds. It would be an honour for me to help with that.

Please let me know whether you received this email. Contact me if you have any questions (insert details).

I'm eager to learn what will happen next.

6.

# Thank You email post job offer

THANK YOU FOR OFFERING ME THE OPPORTUNITY TO WORK AT [COMPANY NAME] AS [JOB TITLE].

I SINCERELY APPRECIATE YOUR TIME AND CONSIDERATION.

I'M HAPPY TO ACCEPT THE [JOB TITLE] POSITION. AS WE MOVE FORWARD, I'D LIKE TO CLARIFY [YOUR QUESTIONS ABOUT THE POSITION].

PLEASE CONTACT ME AT [YOUR CONTACT INFORMATION] TO ESTABLISH THE NEXT STEPS.

THANK YOU AGAIN FOR THIS OPPORTUNITY.

I'M EXCITED TO WORK WITH THE [COMPANY NAME] TEAM SOON.