

How to E-Mail a Resume



1

Sample e-mail to Send Resume to Recruiter



Dear (Recruiter name),

I am (name), and I'm interested in the post of (job name). My resume 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 (insert details). I'm interested in your response regarding how to proceed with my application.

Your Name



Fathima Samila @samilaa99



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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 transferable 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



Fathima Samila @samilas99



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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



Fathima Samila @samilaa99



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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.



Fathima Samila 
@samila99



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Best email template for sending a resume by email



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.



Fathima Samila @samilaa99



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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.



Fathima Samila @samilaa99



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Thank You email post job offer



Hi (First Name), I saw your profile while looking up (Industry Name) recruiters on LinkedIn in (Name of Place). I am a (Insert Job Title), (Add relevant information about your experience).

My main skills encompass (add skills). Does that fit the type of roles you generally recruit for? I would love to work for (add company name) as their vision and mission are in line with mine.

Let me know what you think, I'd love to talk.

Best,
(Your Name)



Fathima Samila @samilaa99





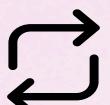
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