

## Email and LinkedIn Message Template for Freshers ::

Email Template for Fresher Job Application

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

Dear [Hiring Manager's Name],

I hope you are doing well. I came across the [Job Title] position at [Company Name], and I am excited to apply for this opportunity. As a recent [Your Degree] graduate from [Your University], I am eager to bring my skills and enthusiasm to [Company Name].

During my academic journey, I have gained a strong foundation in [mention relevant skills or subjects]. Additionally, through [internships, projects, certifications], I have developed hands-on experience in [mention relevant tools, technologies, or skills]. My passion for [industry/field] and my ability to [highlight a strength, e.g., problem-solving, teamwork] make me eager to contribute to your team.

I have attached my resume and portfolio for your review. I would love the opportunity to discuss how I can add value to your team. Looking forward to your response!

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]

[LinkedIn Profile (if applicable)]

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LinkedIn Message to HR (Fresher)

Hi [HR's Name],

I hope you're doing well. I recently came across the [Job Title] opening at [Company Name], and I'm excited to apply as a fresh graduate in [Your Degree]. I have a strong foundation in [mention key skills] and have worked on [internships, projects, or certifications] that align with this role.

I have attached my resume and portfolio for your reference. I'd love the opportunity to discuss my fit for this role. Looking forward to your response!

Best,

[Your Name]

## **Email and LinkedIn Message Template for Experienced::**

Email Template for Job Application

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

Dear [Hiring Manager's Name],

I hope you are doing well. I came across the [Job Title] position at [Company Name] and was excited to see a role that aligns perfectly with my skills and experience.

With [X years] of experience in [your field], I have developed a strong expertise in [mention key skills relevant to the job]. My background in [mention past roles or industries] has allowed me to [describe a key achievement or relevant experience]. I am particularly skilled in [list a few core competencies], which I believe would make me a great fit for this role.

I have attached my resume and portfolio for your review. I would love the opportunity to discuss how my experience and skills align with [Company Name]'s needs and how I can contribute to your team's success. Please let me know a convenient time to connect.

Looking forward to your response.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]

[LinkedIn Profile (if applicable)]

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LinkedIn Message to HR

Hi [HR's Name],

I hope you're doing well. I recently came across the [Job Title] opening at [Company Name], and I am very interested in applying. With my background in [mention your expertise], I believe I'd be a strong fit for this role.

I have attached my resume and portfolio for your review. I would love the opportunity to discuss how my skills align with this position. Please let me know if we can connect!

Looking forward to your response.

Best,

[Your Name]

