# #2 Email template to send with your resume

**Subject: ‘Job application’ – Job title, Job ID (if applicable) — Your Name**

Dear **[Hiring Manager’s Name]**

I apply with enthusiasm for the position of **[position]** at **[name of the company]**. Please find attached my resume and cover letter for your consideration.

For the past **[x]** years I have been working as a **[qualification]**. During this time, I have accomplished **[relevant achievements, major success, relevant work experiences]**. I therefore believe my skillset and experience would make me a valuable asset to your organization by **[say what you can bring/implement, in what way you would be a valuable asset - directly linked to requirements in the job ad]**.

Thank you very much for reviewing my application. I would love to discuss this exciting opportunity in more detail.

Yours sincerely,

**[Your name]**

**[Your job title]**

**[Email address]**

**[Phone number]**