Job searching involves more than just emailing cover letters with attached resumes. A successful job search begins before you even know about a specific job opening. Conversely, your correspondence with an employer continues throughout the application process until you either accept or reject a job offer.

Below are samples to help you craft concise, targeted emails that will jumpstart your job search and help you successfully navigate through the hiring process.

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| Networking/Information Interview Request |
| Dear (Name),  My name is (your name) and I received your contact information from (source: referring person’s name, company website, LinkedIn, etc.).  My reason for reaching out to you is (explain why you want to meet with this person: You admire their career path, want to learn more about their company, would like feedback on breaking into the industry at the entry-level, etc.).  I understand your schedule is very busy, so the opportunity to have a 20 to 30 minute conversation in your office or over coffee is very much appreciated. Any insight you could share would be helpful.  Thank you in advance and I look forward to hearing from you.  Sincerely, ,  (Your First and Last Name) |
| Status of Job Application (Pre-Interview) |
| Dear Mr./Ms. (Last Name),  Hello, my name is (Your First and Last Name). I hope this email finds you doing well. I submitted my resume and cover letter for the (position name) via (method you submitted your resume: Email, job board, company HR site, etc.) on (date you applied - day, month, year).  I just wanted to touch base to inquire about the status of my application and the open position. I’m very interested in speaking in person to discuss my qualifications for the role.  Thank you in advance for your consideration.  Sincerely,  (Your Name) |