

**HOW
EMAIL
RESU**

Sample email to send

Dear (Recruiter name)

I am (name) and I'm interested in (name). My résumé is at

After reading the job description, I believe I possess all the necessary skills. Details about my current roles are also available

Can you describe the steps that will be completed?

Sample email to

Dear (Recipient's name),

My name is (name), and I'm
job of (job name). A copy of
email.

I have (X) years of industry
transferrable knowledge. I
think I'm qualified to perform

I'm eager to apply for the position
a fantastic opportunity in a

Sample email cover l

Dear (Recruiter name)

I'm making an application
(company).

Please find my CV and
stated in the job descrip
motivation for applying
experience, and my pay

You can reach me at an
(number) or by email if y

Thank you for considering
me for the position of

Dear (Recruiter name)

Thank you for taking a look at my resume for the
post of (position name)

Even though I was unhappy that I was not selected
for the interview, I can still appreciate the opportunity
like to continue in touch with you. Please provide
me information on any other opportunities that may arise.
I think I could be a good fit for your organization.

I prefer to be reached by email at [email address]

Best email template for

Dear (Recruiter name)

I have attached my resume (with details).

In my CV, I've listed information about my previous employment, educational background, and skills. After looking over the job description, I believe I can meet all the necessary requirements.

I've conducted considerable research on your company and found your path fascinating. I am confident that my skills and experience align well with your needs.

THANK YOU EMAIL

THANK YOU FOR OFFERING
WORK AT [COMPANY NAME]
I SINCERELY APPRECIATE
YOUR CONSIDERATION.

I'M HAPPY TO ACCEPT THE OFFER.
WE MOVE FORWARD, I'D
APPRECIATE ANY
QUESTIONS ABOUT THE
PROCESS.
PLEASE CONTACT ME AT [PHONE NUMBER]

**If you
why n**