

SENDING EMAIL TO A HIRING MANAGER

SCENARIOS AND TEMPLATES

Scenario 1: Responding to a Job Posting

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

Template 1: Dear [Recruiter's Name], I am excited to submit my application for the [Job Title] position advertised on [Job Board Name]. With my extensive experience in [Relevant Experience], I am eager to bring my skills to [Company]. Please find my resume attached for your review. I look forward to the possibility of contributing to your esteemed team. Best wishes, [Your Name] [Your Contact Information]

Template 2: Hello [Recruiter's Name], I am writing to apply for the [Job Title] role advertised on [Company's Careers Page]. My professional background in [Field] makes me a strong candidate for this position. I have attached my resume for your consideration and am keen to discuss my application in more detail. Thank you for your time and consideration. Sincerely, [Your Name] [Your Contact Information]

Template 3: Subject: Application for [Job Title] – Excited Candidate [Your Name] Dear [Recruiter's Name], I came across the job posting for [Job Title] on [Job Board] and, given my credentials in [Relevant Skills or Experiences] and my enthusiasm for [Industry/Field], I am keen to

apply. My resume is attached for your review. I am looking forward to the opportunity to contribute to [Company] and help achieve [Company Goal/Project]. Thank you for considering my application, [Your Name] [Your Contact Information]

Template 4: Subject: Application for [Job Title] – [Your Name] Hello [Recruiter's Name], I'm interested in the [Job Title] position listed on your company website. With a robust background in [Relevant Field] and a proven track record of [Specific Achievement], I believe I am a strong candidate for this role. My resume is attached for your review. Looking forward to discussing this position further, [Your Name] [Your Contact Information]

Template 5: Subject: Job Application: [Job Title] – [Your Name] Dear [Recruiter's Name], After reading the job description for the [Job Title] role, I am confident that my skills in [Specific Skills] are well-aligned with the requirements of [Company]. I am excited about the opportunity to leverage my unique abilities to benefit the [Specific Department or Project] at [Company]. My resume is attached. Best regards, [Your Name] [Your Contact Information]

Scenario 2: Cold Emailing a Company You Admire

Email Subject: Enthusiastic Inquiry from [Your Profession] – [Your Name]

Template 1: Hi [Recruiter's Name], I am very impressed by [Company]'s leadership in [Industry] and am interested in exploring career opportunities with your team. Attached is my resume for your review. I am particularly interested in [Department/Area of Interest] and would appreciate any information regarding potential job openings. Kind regards, [Your Name]
[Your Contact Information]

Template 2: Dear [Recruiter's Name], As an admirer of [Company]'s innovative approach to [Industry], I am reaching out to express my interest in potential employment opportunities. I have attached my resume and am especially interested in contributing to [Specific Project or Department]. Thank you for considering my application. Warmest regards, [Your Name] [Your Contact Information]

Template 3: Subject: Prospective Candidate Interested in [Department/Area] – [Your Name] Hello [Recruiter's Name], I have been following [Company]'s achievements in [Area/Industry], and I am very interested in any potential opportunities that may be available. My background in [Relevant Field] could contribute significantly to your team. Attached, please find my resume for your consideration. Thank you for your time, [Your Name] [Your Contact Information]

Template 4: Subject: Seeking Career Opportunities in [Area of Interest] – [Your Name] Dear [Recruiter's

Name], I am keenly interested in the possibility of joining [Company], particularly within the [Specific Department]. My professional skills in [Your Skillset] and passion for [Industry/Field] drive me to apply. I've attached my resume for your review and would be delighted to discuss any potential fit within your organization. Sincerely, [Your Name] [Your Contact Information]

Template 5: Subject: Career Inquiry – [Your Name], [Your Profession] Hi [Recruiter's Name], Impressed by [Company]'s impact in [Field], I am writing to explore potential career opportunities. I believe my experience with [Specific Experience or Skill] aligns with [Company]'s goals. My resume is attached, detailing my professional journey. I look forward to any guidance or opportunities to engage with your team. Best regards, [Your Name] [Your Contact Information]

Scenario 3: Referral from a Current Employee

Email Subject: [Employee Name] Recommended I Contact You – [Your Name]

Template 1: Hello [Recruiter's Name], I was referred to you by [Employee Name], who thought highly of my background in [Your Field]. I am interested in the [Job Title] at [Company] and have attached my resume for your review. [Employee Name] and I collaborated on several projects and believed my skills would be a

perfect fit for your team. Best, [Your Name] [Your Contact Information]

Template 2: Dear [Recruiter's Name], Following a recommendation from [Employee Name], I am submitting my resume for the [Job Title] position at [Company]. My professional experience in [Relevant Experience], along with [Employee Name]'s endorsement, aligns well with the needs of your team. I am eager to bring my skills to your esteemed company. Thank you for your consideration. Sincerely, [Your Name] [Your Contact Information]

Template 3: Subject: Referred by [Employee Name] – Interested in [Job Title] Hello [Recruiter's Name], [Employee Name] suggested I reach out regarding the open [Job Title] position at [Company]. With a strong background in [Relevant Field], I am excited about the opportunity to contribute to your team. Attached is my resume for your consideration. Best regards, [Your Name] [Your Contact Information]

Template 4: Subject: Introduction – [Employee Name] Referral for [Job Title] Dear [Recruiter's Name], I have been referred to you by [Employee Name], who praised your team's work at [Company]. I am keen to apply for the [Job Title] and believe my expertise in [Relevant Skills] would be beneficial. My resume is attached for your review. Thank you, [Your Name] [Your Contact Information]

Template 5: Subject: [Your Name] – [Job Title]
Application Referred by [Employee Name] Hi [Recruiter's Name], I am writing at the suggestion of [Employee Name], a respected member of your team, who believes that my skills in [Relevant Skills] align with the needs of the [Job Title] role at [Company]. I have attached my resume and am excited about the possibility to contribute to your esteemed projects. Looking forward to your feedback, [Your Name] [Your Contact Information]

Scenario 4: Following Up After a Networking Event

Email Subject: Continuing Our Conversation from [Event Name] – [Your Name]

Template 1: Dear [Recruiter's Name], It was a pleasure speaking with you at [Event Name]. I am following up to express my interest in the [Job Title] at [Company]. As we discussed, I have attached my resume for your consideration. I am enthusiastic about the opportunity to bring my expertise in [Field] to your team. Best regards, [Your Name] [Your Contact Information]

Template 2: Hello [Recruiter's Name], Thank you for the insightful conversation at [Event Name]. I am very interested in further exploring the possibility of joining [Company] as a [Job Title]. Attached, you will find my resume as discussed. I look forward to the chance to discuss how I can contribute to your ongoing projects.

Warmest regards, [Your Name] [Your Contact Information]

Template 3: Subject: Follow-up from [Event Name] – [Your Name] Hi [Recruiter's Name], It was great to meet you at [Event Name]. I'm reaching out to reiterate my interest in the [Job Title] at [Company], following our engaging conversation. Attached is my resume, highlighting the skills and experiences we discussed. I hope we can explore potential opportunities further. Thank you, [Your Name] [Your Contact Information]

Template 4: Subject: Continuing Our Discussion from [Event Name] – [Your Name] Dear [Recruiter's Name], Following our conversation at [Event Name], I am highly interested in the [Job Title] at [Company]. I've attached my resume for your review and am eager to discuss how my background in [Relevant Skills] aligns with the team's goals. Looking forward to your response, [Your Name] [Your Contact Information]

Template 5: Subject: Re: [Event Name] Introduction – [Your Name] Hello [Recruiter's Name], Thank you for the engaging discussion at [Event Name]. As discussed, I am interested in the opportunities within [Company], particularly the [Job Title] role. Attached is my resume for your consideration. I would appreciate any further discussion on how my skills and experiences can contribute to your team. Best wishes, [Your Name] [Your Contact Information]

Scenario 5: Applying for an Internship

Email Subject: Internship Application – [Your Major/Area of Interest] – [Your Name]

Template 1: Hi [Recruiter's Name], I am currently studying [Your Major] at [Your School] and am eager to apply for the [Internship Title] at [Company]. I believe my coursework and my passion for [Field] make me a suitable candidate for this position. Attached is my resume for your consideration. Thank you for your time, [Your Name] [Your Contact Information]

Template 2: Dear [Recruiter's Name], As a dedicated student of [Your Major] with a deep interest in [Industry], I am writing to express my interest in the [Internship Title] at [Company]. My academic background and hands-on projects align well with the internship's requirements. Please find my resume attached. Looking forward to the possibility of working together, [Your Name] [Your Contact Information]

Template 3: Subject: Application for [Internship Title] at [Company] – [Your Name] Hello [Recruiter's Name], I am a [Year] student at [Your University], pursuing a degree in [Your Major]. I am applying for the [Internship Title] role, drawn by [Company]'s commitment to [Related Company Value or Project]. Attached is my resume, highlighting my relevant

academic and extracurricular experiences. Best, [Your Name] [Your Contact Information]

Template 4: Subject: [Your Major] Student Seeking [Internship Title] Opportunity – [Your Name] Dear [Recruiter's Name], I am currently a [Your Year] student at [Your School], and I am very interested in the [Internship Title] offered at [Company]. My educational background in [Your Major] has prepared me well to contribute to your team. I have attached my resume and look forward to the opportunity to learn and grow under [Company]'s guidance. Thank you for considering my application, [Your Name] [Your Contact Information]

Template 5: Subject: Internship Inquiry – [Your Major/Area of Interest] – [Your Name] Hi [Recruiter's Name], As a passionate [Your Major] student, I am writing to express my interest in the [Internship Title] at [Company]. My experience in [Relevant Courses/Projects] and my strong interest in [Specific Aspect of Company] make me an excellent candidate for this position. Attached, please find my resume for your review. I appreciate your consideration and look forward to the possibility of contributing to your team. Best regards, [Your Name] [Your Contact Information]

Scenario 6: When You Haven't Heard Back

Email Subject: Following Up on My Application for [Job Title] – [Your Name]

Template 1: Hello [Recruiter's Name], I recently applied for the [Job Title] and would like to inquire about the progress of my application. I am very enthusiastic about the opportunity to join [Company] and am eager to contribute with my [Specific Skills]. Attached again is my resume for your reference. Thank you for your attention, [Your Name] [Your Contact Information]

Template 2: Dear [Recruiter's Name], I submitted my application for the [Job Title] on [Date] and am following up to see if there has been any progress in the hiring process. I am very interested in the role and believe my background in [Field] would greatly benefit your team. My resume is attached for your convenience. I appreciate your time and response in advance, [Your Name] [Your Contact Information]

Template 3: Subject: Follow-Up on Application for [Job Title] – [Your Name] Hi [Recruiter's Name], I applied for the position of [Job Title] on [Date] and wanted to check in on my application status. I am very excited about the opportunity to work with [Company] and bring my expertise in [Specific Area]. Attached is my resume for your reference. Looking forward to hearing from you soon, [Your Name] [Your Contact Information]

Template 4: Subject: Inquiry Regarding My Application for [Job Title] – [Your Name] Dear [Recruiter's Name], I hope this message finds you well. I am writing to follow up on my application for [Job Title] submitted on [Date]. I am very enthusiastic about the possibility of joining your team and would like to know if there have been any updates regarding my application. I have attached my resume for your convenience. Thank you for your time, [Your Name] [Your Contact Information]

Template 5: Subject: Application Status Request for [Job Title] – [Your Name] Hello [Recruiter's Name], Just checking in regarding my application for the [Job Title] role. I am very eager to bring my skills in [Field] to [Company] and am looking forward to any update you might have. My resume is attached should you need to review it again. Best regards, [Your Name] [Your Contact Information]

Scenario 7: Applying Through a Job Fair

Email Subject: Thank You – [Job Fair Name] Inquiry – [Your Name]

Template 1: Dear [Recruiter's Name], Thank you for speaking with me at [Job Fair Name]. I am very interested in the [Job Title] at [Company] and have attached my resume as we discussed. I am excited about the possibility of joining your team and contributing to

[Specific Project or Goal]. Best regards, [Your Name]
[Your Contact Information]

Template 2: Hello [Recruiter's Name], It was a pleasure meeting you at [Job Fair Name]. I am following up to express my continued interest in working at [Company], particularly in the [Job Title] role we discussed. Attached is my resume for your review. I look forward to your feedback and hope to be part of your dynamic team. Warmest regards, [Your Name] [Your Contact Information]

Template 3: Subject: Follow-Up from [Job Fair Name] – [Your Name] Dear [Recruiter's Name], Following our conversation at [Job Fair Name], I am writing to express my strong interest in the [Job Title] position at [Company]. I have attached my resume for your consideration and am eager to discuss this opportunity further. Thank you for your time and consideration, [Your Name] [Your Contact Information]

Template 4: Subject: Re: Meeting at [Job Fair Name] – Interested Candidate [Your Name] Hi [Recruiter's Name], Thank you for the insightful discussion at [Job Fair Name]. I am very interested in the [Job Title] role at [Company] and have attached my resume as we discussed. I am looking forward to the opportunity to potentially contribute to your team and further your objectives in [Specific Field or Project]. Best wishes, [Your Name] [Your Contact Information]

Template 5: Subject: [Your Name] – Application for [Job Title] Post-[Job Fair Name] Hello [Recruiter's Name], I appreciated the opportunity to discuss my background and interest in the [Job Title] during [Job Fair Name]. Attached you will find my resume. I am enthusiastic about the chance to bring my [Skills or Experience] to [Company], as we discussed. Thank you for considering my application, [Your Name] [Your Contact Information]

Scenario 8: Applying for a Remote Position

Email Subject: Application for Remote [Job Title] Position – [Your Name]

Template 1: Hi [Recruiter's Name], I am writing to express my interest in the remote [Job Title] position at [Company], as advertised. My experience in [Field] and my ability to effectively work from various locations make me a great candidate. Attached is my resume for your consideration. Kind regards, [Your Name] [Your Contact Information]

Template 2: Dear [Recruiter's Name], I am enthusiastic about the opportunity to apply for the remote position of [Job Title] with [Company]. My professional skills in [Field], coupled with extensive remote working experience, align well with the requirements of this role. Please find my resume attached. Thank you for

considering my application. Best, [Your Name] [Your Contact Information]

Template 3: Subject: Remote Position Inquiry – [Job Title] – [Your Name] Hello [Recruiter's Name], I am very interested in the [Job Title] remote position listed on [Where You Found the Job]. With a solid background in [Field] and significant remote work experience, I believe I am a strong fit for your team. My resume is attached for your review. Best regards, [Your Name] [Your Contact Information]

Template 4: Subject: Application for Remote Role in [Job Title] – [Your Name] Dear [Recruiter's Name], As someone with extensive experience in [Field] and a proven track record of successful remote work, I am excited to apply for the [Job Title] position at [Company]. My attached resume outlines my qualifications and achievements in greater detail. I look forward to the opportunity to discuss this further. Thank you, [Your Name] [Your Contact Information]

Template 5: Subject: [Your Name] – Application for Remote [Job Title] Hi [Recruiter's Name], I am applying for the remote [Job Title] role at [Company]. My expertise in [Field], along with my successful management of remote teams, aligns well with the requirements of this position. Attached, please find my resume for your consideration. I am excited about the opportunity to discuss how I can contribute to your

Written by Neha Malhotra

Email at hr@simentp.org , if you are looking for resume writing , resume review

team. Best wishes, [Your Name] [Your Contact Information]

✉ Email at hr@simentp.org if you are looking for
Resume Writing Services

✉ Get your resume review done by me https://topmate.io/neha_malhotra/951728/pay

✉ Grab a copy of INTERVIEW WINNING TOOLKIT HERE -- >
https://topmate.io/neha_malhotra/564567

✉ Get a copy of Senior / Middle Level Resume template here:
https://topmate.io/neha_malhotra/864555

✉ Get a copy of Resume template for Fresher's /Entry Level here
https://topmate.io/neha_malhotra/879759

