Dear Recruiter,

I am XXX and I’m interested in the post of XXX. My resume is attached to this email.

After reading the job description, I believe I possess all the necessary abilities and credentials.

Details about my current employment and previous roles are also available.

Can you describe the steps in the process and how they will be completed?

You can reach me at on XXXX. I’m interested in your response regarding how to proceed with my application.

Manipradeep

My name is XXX, I’m submitting an application for the job of XXXX. A copy of my resume is attached to this email.

I have XX years of industry experience and lot of transferrable knowledge . I’ve read the job description , and I think I’m qualified to perform the job well.

I’m eager to apply for the position of XXX because it’s a fantastic opportunity in a fantastic company.

Please don’t hesitate to get in touch with me if you have any questions XXXX . Would you kindly confirm that you received my email and inform me of the procedure’s next steps ?

Best regards

Mani