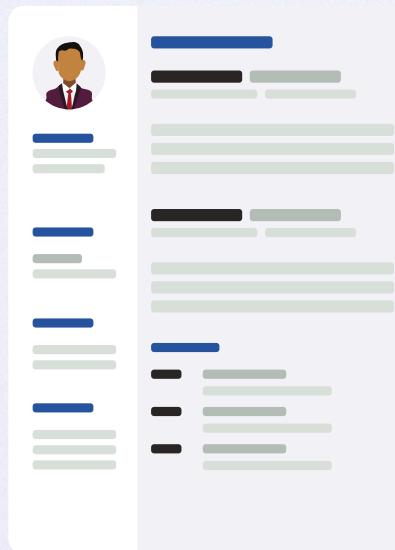


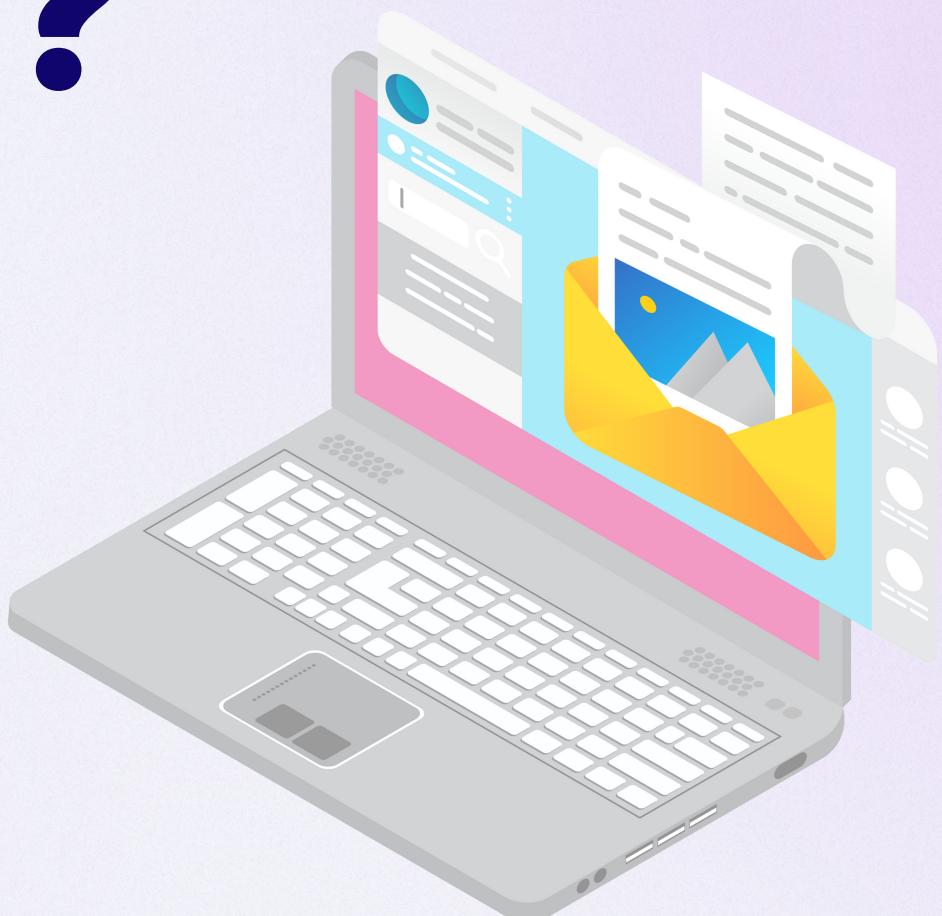
How to Send Your Resume to Hiring Managers via Email?



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01

Thoroughly examine a provided instructions

Before forwarding your resume, meticulously review the job description to identify any specific directives given by the hiring manager.



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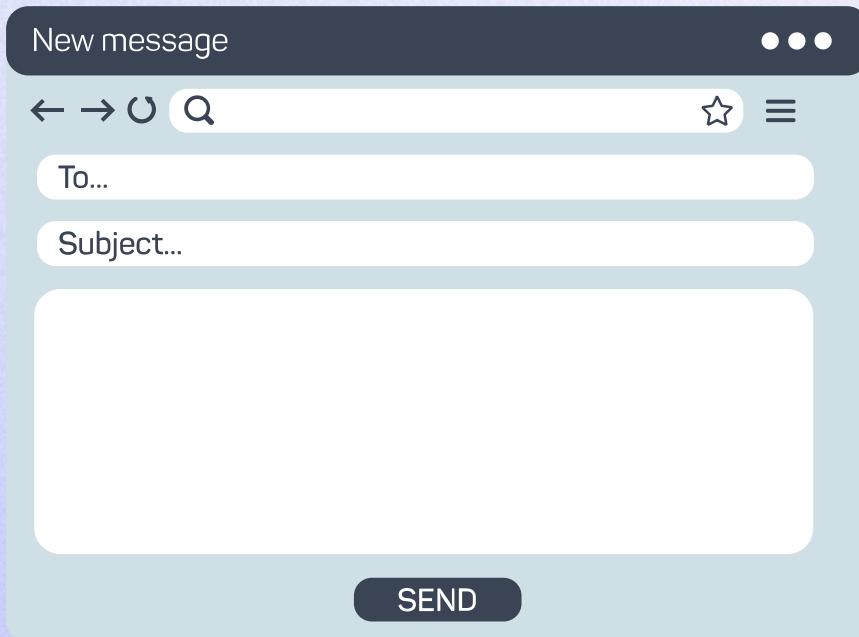
02

Incorporate a suitable subject line

One of the email message's most pivotal components when applying for a job is the subject line, as recruiters often only open emails that have one.



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03

Assess whether a cover letter is required

Verify the need for a cover letter based on the provided details. If necessary, you can either insert it into the email body or attach it as a separate file when submitting your resume.



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04

Conclude your Email with a formal signature

Wrap up your email with a professional signature, typically featuring a closing salutation, your name, and contact information for the recipient's reference.

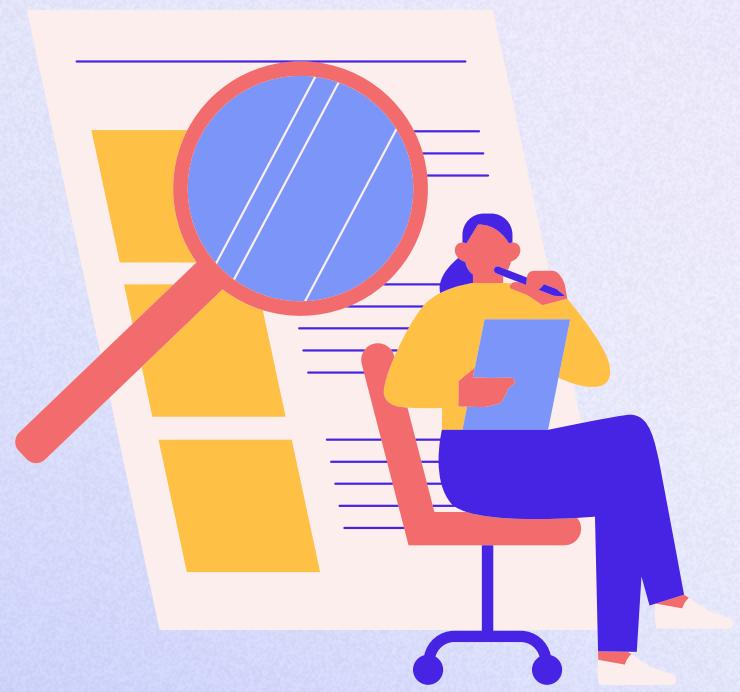


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05

Carefully review and proofread your Email

Close your email with a professional signature, which typically includes a closing salutation, your name, and contact information for the recipient's reference.



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#CareerTips

Swipe for more

Mastering the Art of Emailing Resumes with these Templates

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01 - Sample Email to send resume to recruiter

Dear [Recruiter Name],

I am [Your Name], and I am enthusiastic about the [Job Name] position. Enclosed, you will find my résumé attached to this email.

Having thoroughly reviewed the job description, I am confident that I possess all the requisite qualifications and skills. Comprehensive information about my current employment and past experiences is also included.

Could you kindly outline the steps involved in the selection process and provide insights into how they will be carried out?

I am readily available and can be reached at [Your Contact Details]. I am eagerly awaiting your response on the next steps in my application process.

Sincerely,
[Your Name]



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02. Sample Email to send resume to job

Dear [Recipient's Name],

I am [Your Name], and I am hereby submitting my application for the [Job Name] position. Attached to this email, you will find a copy of my résumé.

With [X] years of industry experience and a wealth of transferable knowledge, I am confident in my ability to excel in this role as outlined in the job description. The opportunity to join [Company Name] as a [Job Name] is truly exciting, and I am eager to be a part of your esteemed organization.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Details]. Could you kindly acknowledge the receipt of my email and provide details on the next steps in the process?

Best Regards,
[Your Name]



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03. Sample email cover with attached Resume

Dear [Recruiter Name],

I am applying for the position of [Job Title] at [Company]. I have attached my CV and cover letter, as specified in the job description. My cover letter articulates my motivation for pursuing this role, details my prior experiences, and outlines my compensation expectations.

Feel free to contact me at any time via phone at [Phone Number] or email at [Email Address] if you have any inquiries.

Warm regards



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04. Thank you for considering my resume Email template

Dear [Recruiter Name],

I appreciate your consideration of my application for the [Position Name] at [Company Name].

While I'm disappointed that I wasn't selected for an interview, I understand the decision. If possible, I would like to stay in touch with you and would greatly appreciate receiving information about any future opportunities that you believe might align with my skills and qualifications.

You can reach me via email at [Insert Email Address], which is the best way to contact me.

Please feel free to retain my resume in your records, and don't hesitate to reach out if you have any questions.
Thank you once again for your time and consideration.

Best regards,



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@Sneha Sharma , The Coach

05. Best Email template for sending a Resume by Email

Dear [Recruiter Name],

I have included my resume for your consideration regarding the [Insert Details] position.

Within my CV, you will find detailed information about my previous work experience, educational background, and personal attributes. After thoroughly reviewing the job description, I am confident that I possess all the essential qualifications.

I have dedicated time to research your company extensively and have been captivated by its journey. I am genuinely excited about the prospects ahead, and it would be an honor for me to contribute to your organization's continued success.

I would appreciate it if you could confirm receipt of this email. Please do not hesitate to reach out if you have any questions (Insert Contact Details).

I am eagerly looking forward to the next steps in the process.



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06. Thank You Email post job offer

Dear [Company Name],

I want to express my heartfelt gratitude for extending the offer to join [Company Name] as [Job Title].

I truly value the time and thoughtfulness that went into this decision. I am thrilled to accept the position of [Job Title], and as we proceed, I would appreciate the opportunity to discuss any details or questions I may have regarding the role.

Please feel free to reach out to me at [Your Contact Information] so that we can initiate the next steps.

Once again, thank you for this wonderful opportunity. I eagerly look forward to becoming a part of the [Company Name] Team.

Warm regards,



Dr. Sneha Sharma

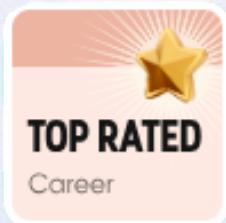
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3 Secrets to Career Spotlight

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