✉️ Email Templates for HR Outreach

1. Initial Email – Looking for a Job (when you know they're hiring)

Subject: Application for DevOps Role at [Company Name]

Body:
 Dear [HR's Name],

I came across the opening for a DevOps Engineer role at [Company Name], and I'd love to apply.

I have hands-on experience with Docker, Kubernetes, Jenkins, and AWS. Along with my learning, I've built projects such as:

- A CI/CD pipeline using Jenkins and GitHub Actions

- Containerized applications deployed on Kubernetes

- Infrastructure setup automated with Terraform

You can view my projects here: [GitHub/Portfolio link].

Please find my resume attached. I'd be grateful if you could consider my application or guide me on the next steps.

Thank you for your time.

Best regards,
 [Your Full Name]
 [Phone number]
 [LinkedIn profile]

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2. Initial Email – When there's no job posted (general outreach)

Subject: Exploring DevOps Opportunities at [Company Name]

Body:
 Dear [HR's Name],

I hope you're doing well. I am currently preparing for DevOps roles and wanted to check if there are any upcoming opportunities at [Company Name].

I have practical experience with Git, Docker, Kubernetes, and CI/CD pipelines, and I've documented my projects here: [GitHub/Portfolio link].

If there are any roles that align with my profile, I'd be glad to apply. Please let me know if I can share more details or go through your formal process.

Thank you for your time and support.

Warm regards,
 [Your Full Name]
 [Phone number]
 [LinkedIn profile]

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3. Follow-Up Email (if no response after 5–7 days)

Subject: Follow-Up on DevOps Role Application

Body:
 Dear [HR's Name],

I wanted to follow up on my earlier email regarding DevOps opportunities at [Company Name].

I remain very interested in contributing to [Company Name] and bringing my skills in Docker, Kubernetes, Jenkins, and AWS to your team. My portfolio and projects can be viewed here: [GitHub/Portfolio link].

Please let me know if there's any additional information I can provide. I'd be glad to assist with the process.

Thank you once again for your time and consideration.

Best regards,
 [Your Full Name]
 [Phone number]
 [LinkedIn profile]

4. Follow-Up Email (gentle nudge after another week)

Subject: Checking In Regarding DevOps Opportunities

Body:
 Dear [HR's Name],

I understand you must be busy, but I just wanted to check in once more regarding potential DevOps roles at [Company Name].

I've been actively working on DevOps projects, including CI/CD automation, Kubernetes deployments, and cloud infrastructure with Terraform. I'd be excited to bring this skill set to your team.

If there are no current openings, I'd still appreciate staying in touch for future opportunities.

Thank you for your time and guidance.

Sincerely,
 [Your Full Name]
 [Phone number]
 [LinkedIn profile]