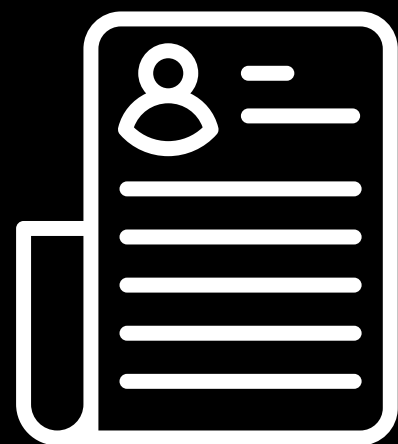


HOW TO EMAIL A RESUME



CHECK TEMPLATES

NEHA MALHOTRA



Sample email to send resume to recruiter

Dear [Recruiter's Name],
I am interested in the [Job Title] position at [Company Name]. Attached is my resume for your review.
With [X] years of experience in [Your Profession/Field], I have expertise in [Key Skills/Areas]. I am drawn to [Company Name] because of its industry leadership and commitment to [Company Values/Missions].
At [Previous Company], I achieved [Key Achievements/Projects]. My proficiency in [Relevant Software/Tools/Technologies] makes me well-suited for a dynamic environment.
I am eager to contribute to [Company Name]'s success. I am available for an interview to discuss how I can add value to your team.
Thank you for your consideration.

Sincerely, [Your Name]
[Your Contact Information]



Sample email to send resume to job

Dear Hiring Manager,
I am applying for the [Job Title] position at [Company Name]. Attached is my resume for your review.

With [X] years of experience in [Your Profession/Field], I excel in [Key Skills/Areas]. At [Previous Company], I achieved [Key Achievements/Projects]. I am eager to contribute to [Company Name]'s success and would appreciate the opportunity to discuss this further in an interview.

Thank you for your consideration.
Sincerely, [Your Name]
[Your Contact Information]

Sample email Cover, letter with attached resume



Dear [Recipient's Name],

I am applying for the [Job Title] position at [Company Name] and have attached my resume for your review.

With [X] years of experience in [Your Profession/Field], I excel in [Key Skills/Areas], and have achieved [Key Achievements/Projects].

I am eager to contribute to [Company Name]'s success and would appreciate the opportunity to discuss this further.

Thank you for your consideration.

Sincerely, [Your Name]
[Your Contact Information]
[Attach your Resume]

Thank you for considering my resume email template



Dear [Recipient's Name],
I hope this email finds you well. I am writing to express my sincere gratitude for considering my resume for the [Job Title] position at [Company Name].
I am truly excited about the opportunity to contribute my skills and experience to your esteemed organization. The [Job Title] role aligns perfectly with my career aspirations and passion for [Your Field/Industry]. I am confident that my [mention specific skills or experiences] make me a strong fit for this position.
I am eager to further discuss my qualifications and how I can add value to [Company Name]. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] to arrange an interview or to provide any additional information you may require.
Once again, thank you for considering my application. I look forward to the possibility of joining [Company Name]'s exceptional team.
Sincerely,

Email template for sending a resume by email



Dear [Recipient's Name],
I hope this email finds you well. I am writing to apply for the [Job Title] position at [Company Name]. Please find attached my resume for your review.

With [X] years of experience in [Your Profession/Field], I have developed a strong skillset in [Key Skills/Areas]. Throughout my career, I have achieved [mention key achievements or projects relevant to the job], which have honed my ability to deliver exceptional results.

I am excited about the opportunity to contribute my expertise to [Company Name] and be part of a dynamic team. I believe my dedication to excellence and passion for [Your Field/Industry] align well with the values of your esteemed organization.

Thank you for considering my application. I am available for an interview to discuss how my qualifications match the requirements of the [Job Title] position. You can reach me at [Your Phone Number] or [Your Email Address].

I look forward to the chance to contribute to [Company Name]'s success.

Sincerely,
[Your Name]

Thank You email post job offer



Dear [Employer's Name],

I hope this email finds you well. I am writing to express my heartfelt gratitude for extending the job offer for the [Job Title] position at [Company Name]. I am absolutely thrilled to accept the offer and become a valuable member of your esteemed team.

I am sincerely grateful for the trust and confidence you have placed in me. I am excited about the opportunity to contribute my skills, knowledge, and dedication to the success of [Company Name]. I am confident that my experiences and passion for [Your Field/Industry] will enable me to make a positive impact on the organization.

I am eager to start working with the team and embark on this exciting journey. Please let me know about the next steps and any necessary paperwork or formalities.

Once again, thank you for this incredible opportunity. I am genuinely honored to be a part of [Company Name] and look forward to making meaningful contributions to the company's growth and success.

Thank you for your confidence in me.

Sincerely,

[Your Name]

DM or EMAIL AT 
hr@simentp.org if you
are looking for

- **RESUME WRITING**
- **RESUME REVIEW**
- **LINKEDIN
OPTIMIZATION**

NEHA MALHOTRA