

How to Email a Resume

Best 8 email templates



Faraz Anis

1. Email to Send **Resume** to a **Recruiter**

Subject: Application for [Position Name]

Dear [Recruiter's Name],

I hope this email finds you well. My name is [Your Name], and I am reaching out regarding the [Position Name] role you are recruiting for. Please find my resume attached for your consideration.

I am confident my [specific skill/experience] aligns well with the requirements of this position. I would be grateful for the opportunity to discuss how I can contribute to [Company Name]'s success.

Thank you for your time and consideration. Please let me know if you need any additional information.

Looking forward to your response.

Best regards,

[Faraz Anis]

[Your Phone Number]

[Your LinkedIn Profile]

2. Email to Send Resume to a Job

Posting

Subject: Application for [Job Title]

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name], as advertised on [Job Board/Website]. Attached is my resume for your review.

I am particularly drawn to this role because of [specific reason], and I believe my [specific skill/experience] makes me a strong candidate for this position. I would welcome the opportunity to bring my expertise to your team.

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name].

Warm regards,

[Your Full Name]

[Your Contact Information]

[Your LinkedIn Profile]

3. Sample Email Cover Letter with Attached Resume

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. Please find my resume attached for your consideration.

With [X years] of experience in [Your Field/Industry], I have developed a strong foundation in [specific skills]. At [Previous Company Name], I successfully [key accomplishment], which I believe demonstrates my ability to [relevant skill].

I am eager to bring my skills to [Company Name] and help achieve [specific company goals]. I would be thrilled to discuss how my background aligns with your needs.

Thank you for taking the time to review my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Full Name]
[Your Phone Number]
[Your LinkedIn Profile]

4. Thank You for Considering My Resume Email Template

Subject: Thank You for Considering My Application

Dear [Recruiter's/Hiring Manager's Name],

Thank you for considering my application for the [Job Title] position at [Company Name]. I truly appreciate the opportunity to share my qualifications and experiences with you.

If you need any additional information or documents, please feel free to reach out. I am eager to contribute to [Company Name] and am happy to provide further details about my candidacy.

Thank you again for your time and consideration.

Warm regards,
[Your Full Name]
[Your Contact Information]

5. Best Email Template for Sending a Resume by Email

Subject: Application for [Job Title]

Dear [Hiring Manager's Name],

I hope this email finds you well. My name is [Your Name], and I am writing to apply for the [Job Title] role at [Company Name]. Attached is my resume for your review.

I believe my skills in [specific skills] and my experience at [Previous Company Name] make me a strong candidate for this role. I am particularly excited about the opportunity to contribute to [specific company initiative or value].

Thank you for considering my application. I look forward to the opportunity to discuss how I can bring value to your team.

Best regards,

[Your Full Name]

[Your Contact Information]

[Your LinkedIn Profile]

6. Thank You Email Post Job

Offer

Subject: Thank You for the Opportunity

Dear [Hiring Manager's Name],

Thank you so much for offering me the opportunity to join [Company Name] as a [Job Title]. I am truly honored and excited to accept this position.

I am looking forward to contributing to [specific company goal/project] and collaborating with the team to achieve great results. Please let me know if there are any additional steps I need to take before my start date.

Once again, thank you for this incredible opportunity. I am excited to begin this new chapter with [Company Name].

Best regards,
[Your Full Name]

7. To the Hiring Manager

Subject: Application for [Job Title]

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] role at [Company Name]. Please find my resume attached for your consideration.

I have [X years] of experience in [Your Field], and I am confident that my skills in [specific skill] make me a strong fit for your team. I am particularly excited about [specific company value/project].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Full Name]

8. To the Job Seekers

Subject: Helpful Tip for Sending Your Resume

Hi [Name],

I noticed you're currently seeking new opportunities. If you're sending your resume to recruiters or companies, here's a tip:

1. Personalize your email. Mention the recruiter's name and the job title.
2. Attach your resume in a PDF format.
3. Keep your email short, professional, and focused on how you can add value.

Wishing you all the best in your job search!

Best regards,

[Your Name]

Let me know if you'd like further customization!

Creating Formal Email address

firstname.rockstar@email.com

Wrong way



firstname.lastname@email.com

Right way



- Use Your Full Name or Initials
- Avoid Unnecessary Numbers and Characters
- Stick to a Reputable Email Provider

THANKS FOR READING!

IF THIS POST HIT FOR YOU, PLEASE
REPOST IT SO 1 MORE PEOPLE CAN
KNOW ABOUT THIS.

MUCH LOVE, ❤️

@FARAZ_ANIS



@Farazanis



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