

Job Application Email Template



Email Sample

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Dear Mr./Ms. <Hiring Manager's Name>,

I recently came across a job on your portal, which I am interested in applying for. The position of Software Engineer at ABC Company (Job Ref. No.) and its requirements completely matches with my skills and qualifications.

I have recently graduated in Software Engineering from XYZ College and I am currently looking to apply my knowledge and skills in an organization of repute like <Company Name>.

As a qualified Software Engineer, I am adept in application development & enhancement and believe that will prove to be an asset for the company.

Please take a minute to go through the attached cover letter and CV for your consideration. It would be a pleasure if I can hear back from you regarding my job application for <Company Name>.

Sincerely,
<Your Name>
<Contact Number>
<Address>
<Email Address>



Email Sample

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Dear Mr./Ms. <Hiring Manager's Name>,

I am writing to apply for a recent job opening advertised on your website for the position of 'Software Developer'. The position and responsibilities seem exciting and matching to my interest areas and career goals. I would like to bring your attention to my key strengths for the job role:

Bachelor of Science in Software Engineering (BSSE)

Strong command in software engineering & programming principles across different platforms

Interest and knowledge of designing interfaces, testing and debugging codes

Knowledge of Languages: C#, AJAX, ASP.Net, XML, HTML and Web Service

For more information, I have attached my cover letter and resume for your consideration.

Thank you for your valuable time. I am always reachable on my email and phone number.

Sincerely,

<Your Name>

<Contact Number>

<Address>

<Email Address>



Email Sample

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Dear Mr. Shastri,

This is regarding the job advertisement you placed on Indeed for Junior Software Developer. I have read the job description and requirements carefully and I think I might be a good fit for this position.

I graduated two months ago with a B.Sc. in Computer Science. I am well-versed in HTML5, CSS, JavaScript and C++ and have basic programming experience working on college and my personal projects. I also have a good knowledge of databases, operating systems, email systems and Microsoft Office software. I am quick at learning new software and technologies and can follow instructions and work well with a team.

You can check out two apps that I programmed on my website, AakashMCoder.com. I am attaching my cover letter and CV with this email.

I hope to hear from you soon.

Thank you for your time.
Sincerely,

Aakash Mittal



Email Sample

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Dear Ms. Shreedharan,

This is regarding your recent call on your company website for a Senior Marketing Manager. I am writing because I have the marketing knowledge and experience to qualify for this position and I am confident that I can be an asset to your company.

I have an MBA in Marketing and over 14 years of management experience in the marketing industry, having supervised the marketing department staff of high-profile companies in India, China and France. I have extensive experience conducting market research, planning and implementing marketing strategies and campaigns and carrying out performance analysis. Additionally, I have budget and cost analysis experience, project management experience and experience managing cross-departmental teams for large-scale marketing projects. I also have a sound knowledge of using social media for marketing purposes.

I am attaching my cover letter and CV for your perusal. Please do not hesitate to contact me by email or phone if you require more } information.

Thank you.
Kind Regards,
Ravi Potdar



Email Sample

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Dear Hiring Manager,

I came across a very stimulating job position on your job portal that I think fits me completely. I am engrossed in applying for the position of web developer at ABC Company. After understanding this job description and necessities and identifying it with my own experiences, I know that I would be a precious asset to your organization.

I lately graduated with a Bachelor of computer science degree from the University of Delhi. I now want to relate my skills in a multinational company like ABC. As a web developer, I can realize coding concepts to plan innovative websites and applications for consumers.

I have attached a resume, cover letter and certificates for your deliberation. Please take an instant to evaluate it.

I like to know more about the aspect concerning this opportunity at your company. It would give me great happiness to hear back from you regarding my application.

Sincerely,

Shivam Khurana

