# Sample Emails for Job Applications

Dear Employer,

I am very interested in applying for the Claims Adjuster position you advertised on Monster.ca recently. My qualifications and experience match your specifications almost exactly.

Please take a moment to review my attached Application Documents:

- Up-To-Date Resume

- Customized Cover Letter

It would be a sincere pleasure to hear back from you soon to discuss this exciting opportunity.

Sincerely,

[your first and last names, plus the phone number(s) you want to be contacted at, go here[[1]](#footnote-1)

**Email cover letter template**

*To: Ann Brown*

*Subject: Project Manager, ETD, Ref No. 1234 Management Today*

*Attachment: MWoodProjectManagerCVfeb13.doc*

*Dear Ann,*

*I am interested in applying for the above job as I believe my substantial experience in project management combined with my knowledge of the telecommunications sector will be of particular benefit to your organisation.*

*ABC has an excellent reputation for innovation and having worked on a number of ground-breaking technological projects from the planning to the implementation stage, I believe that I can make a significant contribution to your organisation.*

*In particular, I have:*

* *10 years’ experience in managing teams of between 5 and 15 people on a variety of complex telecommunications projects*
* *An engineering background which gives me the ability to quickly grasp new technical detail and assess implications for operational planning*
* *Experience and qualifications in PRINCE2 project management software*
* *Superb relationship-building skills enabling project team members to focus on tasks even during challenging times*

*My CV is attached, providing further information on how my career background meets your requirements. I would welcome the opportunity to meet with you in person to discuss this further.*

*I look forward to hearing from you.*

*Mike Wood*

*Tel: 07777 555 555[[2]](#footnote-2)*

1. https://www.monster.ca/career-advice/article/formal-language-in-job-hunting-emails [↑](#footnote-ref-1)
2. https://jobs.theguardian.com/article/how-to-write-the-perfect-email-covering-letter/ [↑](#footnote-ref-2)