

EMAIL MESSAGE TEMPLATE

Utilize this email template when an opportunity requires you to apply by submitting your documents via email. This is just a guide so be sure to adapt the content to meet your needs and the requirements for the application.

Email Subject Line: Your Name – Position Title/Number

Dear _____,

I am writing to apply for the _____ position with _____.

This opportunity interests me because... (1-2 sentences on why you are applying.)
Remember that if you are submitting a cover letter, it will explain your interest in the opportunity, so keep this sentence very brief.

I have attached my [cover letter] and resume for your review. Please contact me at your convenience to discuss the position and to arrange an interview. Thank you for your time.

Sincerely,

Your Name

email@email.com

555-555-555

Pro Tip: Consider creating an email signature and make sure your email address is appropriate and will be assessable throughout the entire application process.