

1. Sample e-mail to send Resume to Recruiter

Dear (Recruiter name),

I am (name), and I'm writing to express my interest in the (job name) position. My resume is attached to this email for your review.

After carefully reviewing the job description, I am confident that my skills, experience and interest strongly align with your requirements.

I would appreciate the opportunity to learn more about the next steps in the hiring process. Please let me know if you require any further information.

Thank you for your time and consideration.

Sincerely,

(Your Name)

(Phone Number)

(LinkedIn Profile URL)

2. Sample e-mail format to send Resume for Job Application

Dear (Recipient's name),

My name is (name), and I'm submitting an application for the job of (job name). Please find my résumé attached for your review. With [X] years of experience in [specific industry/field], I have developed strong skills in [2-3 key skills relevant to the position].

After reviewing your job description, I believe my background in [specific relevant experience] aligns perfectly with what you're seeking. I'm particularly drawn to this opportunity because [specific reason why you're interested in this role/company - be specific about what appeals to you about the company's mission, culture, projects, etc.].

I would welcome the chance to discuss how my experience and skills would benefit your team. Please feel free to contact me at [phone number] or [email address] should you require any additional information.

Thank you for considering my application. I look forward to hearing about the next steps in the selection process.

Best regards,
Your name

3. Sample e-mail cover letter with attached resume.

Dear (Recruiter name),

I'm making an application for the job of (job title) at (company). Please find my CV and cover letter which outline my relevant experience, motivation for pursuing this opportunity, and salary expectations. Should you need any additional information or have questions, please don't hesitate to contact me at (Phone Number)

Thank you for considering my application. I look forward to the possibility of discussing how my qualifications align with your needs.

Best Regards,
(Your Name)

4. Thank you for considering my resume email template

Dear (Recruiter name),

Thank you for considering my application for the post of (position name) at (company name).

While I'm disappointed not to have been selected for an interview, I understand your decision. If it's feasible, I'd like to continue in touch with you, so please send me information on any upcoming opportunities you think I could be a good fit for.

I prefer to be reached by email at (insert details).

Please feel free to keep my resume on file and don't be afraid to get in touch with me if you have any inquiries.

Sincerely,
(Your name)

5. Best email template for sending CV, resume by email.

Dear (Recruiter name),

I have attached my resume for the position of (insert details).

In my CV, I've listed information about my past employment, educational background, and character traits. After looking over the job description, I am confident that I meet all the necessary requirements.

I've conducted considerable research on your company, found your path fascinating, and look forward to what the future holds. It would be an honour for me to help with that.

Please let me know whether you received this email. Contact me if you have any questions (insert details).

I'm eager to learn what will happen next.

Sincerely,
(Your name)

1. Thank you email sending resume template for job offer

Dear (Recruiter name),

Thank you for offering me the opportunity to work at [Company Name) as [Job Title].

I sincerely appreciate your time and consideration. I'm happy to accept the [Job Title] position.

As we move forward, I'd like to clarify [your questions about the position).

Please contact me at [your contact information) to establish the next steps.

Thank you again for this opportunity. I'm excited to work with the [Company Name] team soon.

Sincerely,
(Your name)