

To: Recipients Email Address:

Subject Line: Job Position you are applying for:

Salutation: Dear Hiring Manager Name or Dear Sir/Madam

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First Paragraph: Name the position you are applying for and where you found the job listing. Include if someone referred you.

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Second Paragraph: Include specific skills that make you a good fit for the job.

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Third Paragraph: Share your research to demonstrate your interest in the company and why you would make a good fit at the company. For example: I follow your company on Facebook.

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Closing: Mention attached documents (such as resume and certificates) and let the recipient know you would be happy to help them further if needed. Thank the recipient for their time and consideration.

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Closing Salutation: Sign off with your name, phone number and email address.

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