How to write a great job application email

Are you looking to change jobs? Perhaps you're wanting a new challenge, returning to the job market for the first time in years, or just want to explore career options that are right for you. Landing your next job starts with a great job application email.?

These days, most job-searching is done online, and the initial contact with a company usually takes the form of an application email. This email is the very first thing that a prospective employer will see from you, and it can make or break that all-important first impression.

Knowing how to write an email for job application is therefore an important skill to learn. Mastering this skill can help you write more effective emails, make better first impressions, and have more chance of being called in for job interviews in the future. This guide will look at how to write a great job application email.

What is a job application email?

Before we look at any job application email sample or go into the details of what to write in an email when sending a resumé, it's important to have a clear definition of what a job application email actually is.

In simple terms, a job application email is the email that a job seeker will send to signal their interest in a job. It's a lot like a cover letter, but formatted for email, and it's usually accompanied by a CV or resumé.

In today's competitive job market, where dozens or even hundreds of applicants can go after the same job, first impressions are hugely important. Writing a good email when applying for a job can get your entire application process off to the best possible start.

Before you begin

Before sending a resumé via email or looking at what to write in an email when sending

a resumé, there are a few steps you can follow to [set yourself up for success](#).

Research the company

First, it's always a good idea to take some time to research the company that you're applying to work with. The more you find out about them, the more information you'll be able to use and reference when it comes to writing your email later on.

Make sure to use all of the tools and resources at your disposal to learn a lot about the company. Find out about their key values and workplace culture, as you may be able to mention some of that in your application email.

For example, if you find out that the company prides itself on its diversity, equity and inclusion strategy, where everyone is made to feel welcome, you could bring that up in your email, describing how you're excited at the idea of being part of such a positive and inclusive environment.

You should also make sure to look through all the relevant details of the job description, too. Check out the list of required skills and desired experiences, and then tailor your application email appropriately to show how and why you're an ideal job seeker.

Gather necessary information

The research phase isn't over yet. As well as learning all about the company's culture and the role that you want to apply for, it's also a good idea to collect all the necessary info that you'll need to craft your email.

This includes the contact information and name of the hiring manager or Head of HR, for example. It's generally well-viewed if you're able to address your email directly to the hiring manager, as this demonstrates that you've done your research.

You should also note down the relevant job reference number or code to include at the top of your message, so that the employer knows exactly which job you're applying for.

Plus, some businesses may provide strict and clear instructions regarding the structure and format of how to write an email for a [job application](#). You'll need to be aware of any instructions and make sure to follow them when putting your email together.

Crafting the perfect subject line

The first thing to write in a job application email is the subject line. This is the 'title' of the email, and it's the first little bit of text that your prospective employer will see when they spot your email in their inbox.

Subject lines may be small, consisting of barely a dozen words in most cases, but they're very important parts of the email. Many people make the mistake of writing a subject line that is too convoluted or lengthy. At the same time, others write subject lines that are too short or lacking in clear information.

It's best to keep your subject line clear and concise, focusing on the most important pieces of information that your recipient needs to know. That includes your name, the job title you're applying for, and the job reference. For instance, a smart and sensible subject line could be something like:

"Shane Johnson - Project Manager Application - Ref: 000001"

The greeting

The next step of how to email a job application is the greeting. This is the opening piece of the email text, and it's another key element to get right. Typically, you should try to start off with a formal salutation, and it's best to address the hiring manager by name, if possible.

This is why we recommended doing some research earlier on in the process to find out the hiring manager's name. If you aren't able to do that, you can try using a standard formal alternative instead, with some examples including:

- To Whom it May Concern
- Dear [Company Name] Hiring Manager
- Dear Sir/Madam
- Dear [Company Name] Recruiter

These alternatives are professional and much more suitable to use than a standard 'Hi' or 'Hello'. However, it's still best to try to find a specific name, if you can. Use various resources, like company websites to track down the hiring manager's name.

The opening paragraph

Next, you'll move on to the first paragraph of your job application email. This is a key part of the entire message, as this is where you have the chance to grab the reader's attention, hook them in, and encourage them to read on through your email with enthusiasm and interest.

In general, when it comes to the content of the opening paragraph, it's best to outline the purpose of your application. You might like to start off with a quick introduction and a description of where and how you learnt about the job.

From there, you can move on to explain why you're applying and what drew you to the role. It's important to demonstrate a lot of eagerness and enthusiasm here, giving the clear impression that you're passionate and interested in the job.

If the opening paragraph feels like a 'copy and paste' or seems too generic, readers will quickly get bored or may even dismiss your application right away. To avoid this, be sure to tailor your writing to the role at hand, highlighting key skills or experiences you can bring.

The body of the email

With the opening taken care of, you can move on to fill out the body of the email. This is the core of the application, and it's where you have the opportunity to sell yourself, highlighting relevant skills and experiences. Just like the intro, it needs to be engaging, enthusiastic, informative, and clear, without any unnecessary filler or irrelevant content.

Showcasing your skills

When applying for a job by email, the body of your message is the ideal place to show off all of your key skills. Think back to the job description and remember the skills that the employer was looking for. Try to list all of the skills you have that are relevant to the role and illustrate them with examples.

For instance, if the role requires good leadership and communication, you could point out a past experience where you've led a team to success, providing statistics or other data to back up your claim. Or, if a job demands a high level of IT expertise, you can talk about relevant qualifications or certificates you've obtained in the use of specific

software.

Simply listing your skills isn't the best approach, as recruiters will quickly get bored by meaningless without any context or explanation. Instead, it's much more effective to quantify each of the skills you mention, providing clear and concrete examples of your achievements to demonstrate why you're the right person for the role.

Demonstrating company fit

The main aim of any recruiter is to find people who can fit perfectly with the company they represent. So, in the body of your email, you also need to find ways to show that you would be the ideal fit, not just for the role that you're applying for, but for the company as a whole.

This is why it's so useful to research company culture before writing your email. It will help you find some clear values and ideas to bring up when writing your job application email. For example, if the company is committed to sustainable causes, you could mention your own passion for eco-friendly initiatives.

Similarly, if a company is very customer-oriented, you could talk about how that philosophy matches your own, citing examples from your career to support your claim. Ultimately, it's all about aligning your values with the company's, while also showing plenty of enthusiasm at the idea of joining the team.

Explaining employment gaps or career transitions (if applicable)

You may have certain employment gaps or career transitions in your employment history. There can be many potential explanations for this. Some people take time out of work to care for relatives or study, while others may suddenly decide on a career change after feeling that their pre-existing career path simply wasn't the right one.

There's no shame in having gaps in your employment history or switching to a different type of work entirely, but it's still worth addressing this in your application email. You can take a paragraph in the email body to explain the gaps or transitions. This shows confidence, reliability, and it also helps to clear up any confusion for the recruiter, too.

It's also an opportunity to turn a perceived weakness into a strength. For example, you could explain that switching careers in the past has helped to make you more

adaptable, as well as giving you a wider set of skills that you can bring to the position. Or you could state that taking some time out of work gave you renewed focus and energy to bring to your next job.

The closing paragraph

Finally, we come to the closing paragraph of the email. This is where you can essentially sum up the message you want to get across to the recruiter, reiterating your enthusiasm and highlighting your suitability for the role. The idea is to leave the recruiter with a clear and positive impression of who you are and why they should consider you.

This is also a good moment to express gratitude for the opportunity to apply for the role, and to thank the recruiter for their time and consideration in reading your application. You can also provide a call-to-action (CTA), inviting the recruiter to take a look at your attached CV or to contact you if any extra information is needed.

Attaching your resumé and other documents

When applying for a job by email, the application message isn't the only thing you should include. It's also standard practice to attach either a CV or resumé, along with any other relevant documents. For example, some job listings have an official application form that you can download, fill in, and then email back to the company.

Remember to format your CV and other attachments correctly, using popular file formats like .doc and .pdf so that the recruiter shouldn't have any trouble opening them and reading them. Also, be sure to give each document a professional and error-free name, like [Your Name] CV.pdf.

It's also worth looking back at the original job posting. Often, they'll clearly state which documents they want to receive and may also provide some attachment requirements about the file size and format you should send.

Proofreading and editing

There's nothing worse than putting hours of effort into crafting the perfect application email, sending it off, and then realising that you made a spelling or grammatical

mistake in one of the paragraphs. Some recruiters will overlook one or two little typos, but many will have a bad impression of a job seeker who sends a message with clear errors in it.

In other words, it's strongly recommended to always send a polished, error-free email when applying for a job. And the best way to avoid mistakes is to read and re-read your message before sending it. You may even want to use a grammar or spell-check tool or ask a friend to read through it for you and point out any mistakes or anything that doesn't quite read right.

The follow-up

Sending your application is only the first step of the process. It's also recommended to follow-up with another email later on, if the recruiter doesn't get back to you. In general, it's best to not follow-up the same day, as that will appear strange, but also you shouldn't wait too long. On average, it's best to follow-up after three days if you've had no response.

With your [follow-up email](), it's best to be concise and polite. There's no need for a long message. Keep it short and simple, politely asking if your message has been successfully received and if you should expect to receive any response soon. Often, a recruiter will respond to follow-up emails to let you know the situation, one way or another.

If you still don't hear anything back, it may simply be the case that the recruiter has already selected someone else for the role and they're too busy to respond to other job seekers. After a week or two of no response, it may be time to move on and try a new application somewhere else.

Job application email template

We've looked at how to write an email for a job application, but now let's see an actual email application template that you can use to speed up the process.

Dear [Recipient's name],

My name is [Name] and I'm interested in applying for the role of [Job name] with your company. I found out about the position [details of how you found the job listing] and was immediately attracted by [key factors about the role that drew your attention].

Having researched your company and reviewed the job description, I feel like I'd be a great fit for the role. I am [insert skills and experiences relevant to the job]. I was also excited to learn about how your company [insert an attractive or key feature of the company].

Please find my CV attached, detailing my previous roles, experiences, and key skills. I'm particularly proud of [highlight specific accomplishment].

I'm very excited about this opportunity and would love a chance to tell you more about how I could fit in and bring something different to your brand. Don't hesitate to get in touch if you need any extra information or would like to arrange an interview.

Many thanks for your time and consideration.

I look forward to hearing from you.

Best regards,

[Your name]

Job application email examples

Next, let's take the email application template and put it to use, with a couple of email job application example answers:

Dear Stephanie Klein,

My name is Jennifer Jones, and I'm interested in applying for the role of Content Marketing Specialist with your company. I found out about the position online and was immediately attracted by your company's team-oriented work ethic, friendly workplace culture, and successful track record in the field of SEO marketing campaigns.

Having researched your company and reviewed the job description, I feel like I'd be a great fit for the role. I am an experienced Content Specialist, having spent the last decade working on a freelance basis with various firms, producing high quality, results-driven content on a myriad of topics for varying audiences.

My experience has helped me not only hone my skills as a content creator and marketing professional, but also given me a unique sense of adaptability; I can adapt to new roles quickly and easily, understanding the specific needs of my clients and employers and tailoring my approach accordingly.

I'm comfortable working independently but pride myself on my teamwork and communication abilities. Other key skills include my keen eye for detail, sense of organisation, and leadership skills, all of which, I feel, could benefit your business and help to make me the right fit for this role.

I was also excited to learn about how your company has worked with several Fortune 500 brands, as it has always been a personal aspiration of mine to work on marketing campaigns for the biggest and best brands around.

Please find my CV attached, detailing my previous roles, experiences, and key skills. I'm particularly proud of my work as team leader at Agency X, where I was tasked with overseeing campaign development and leading a team of six marketing agents to produce content for leading financial firms.

I'm very excited about this opportunity and would love a chance to tell you more about how I feel I could fit in and bring something different to your company. Don't hesitate to get in touch if you need any extra information or would like to arrange an interview.

Many thanks for your time and consideration.

I look forward to hearing from you.

Best regards,

Jennifer Jones

Here's a second sample job application email, with a smaller and simpler layout, from the perspective of a new graduate without any work experience:

Dear Kirsten Starc,

My name is Peter Herring, and I'm interested in applying for the role of Data Entry Clerk with your company. I found out about the position online and was immediately attracted by the list of key skills required, which match my own skill set perfectly.

Having researched your company and reviewed the job description, I feel like I'd be a great fit for the role. I'm a recent graduate with a Bachelor's degree in Mathematics.

I may not have any work experience in a role like this, but I have a lifelong passion for numbers and IT, and I'm confident that my keen eye for detail and ability to work independently would make me an ideal fit for this position. I was also excited to learn about how your company has a history of giving graduates like myself a chance, and I'd be very happy for an opportunity to demonstrate my skills.

Please find my CV attached, detailed my previous roles, experiences, and key skills. I'm particularly proud of my degree, along with my voluntary work with the university library, where I practiced many of the skills I could apply in this role.

I'm very excited about this opportunity and would love a chance to discuss the role with you further. Please get in touch if you need any extra information.

Many thanks for your time and consideration.

I look forward to hearing from you.

Best regards,

Peter Herring

Conclusion

Overall, it's clear to see that crafting a standout job application email is a must if you want to have the best chance of obtaining interviews, calls, and a job offer. It's a great way to make a memorable first impression, and if you do the research and put in the time required, making a job application email doesn't need to be difficult. Keep these tips in mind and put your best foot forward in your next email application.

FAQs

What if I can't find the hiring manager's name?

If you're unable to find the hiring manager's name, you can use a formal and generic alternative greeting, like "Dear Sir or Madam" or "Dear [Company Name] Hiring Manager."

How long should my job application email be?

A job application email shouldn't be excessively long. It should take up no more than a page in a standard word processing program, with an opening paragraph, a couple of body paragraphs highlighting skills and experiences, and a closing statement.

Is it okay to use humour in my job application email?

It depends on the type of job you're applying for. If humour is relevant in some way to the role, then it may be acceptable, but for most jobs, it's probably best to stay relatively formal and serious in the opening message.

How do I write a job application email if I have no experience?

It's perfectly possible to create a great job application email sample, even if you don't have any working experience yet. Instead of discussing your career, simply focus on key skills you have and other achievements, possibly from your academic life. You can also demonstrate a lot of enthusiasm and willingness to learn.

Can I use the same job application email for multiple applications?

It's possible, but not recommended. Recruiters can often spot when the same email has copied and pasted over and over again, and they'll much prefer to see that you've taken the time to adjust and customise your email according to the role you're applying for.