

## How to Send a Job Application by E-Mail

### Difference between email body and cover letter

When it comes to sending application documents via email, students often wonder what to put into the body of the email and whether it must include the same information as in the cover letter.

The answer is: **It doesn't!** For the email content, you want to quickly state which position you are applying for and some brief information of why you are applying/applicable skills you have.

You will need to attach your cover letter, as well as your resume as a **combined document** to the email. The cover letter will give the employers a lot more information and details about yourself, your skills, and your achievements.

### **E-Mail Body:**

- Use job posting title or choose a concise and clear subject line.
- Compose your application email. (try and find an actual person to address).
- Your full name and contact information.
- The qualifications that make you a good fit for the position you are applying for.
- Attach: Your resume and cover letter combined and in pdf format.
- Attach: Additional documents that the job listing specifically asked for.
- Review, proofread and send your email application.

### **E-Mail Template:**

[Subject line: **Your name – Job title**, reference number for job listing if applicable]

[Salutation: Dear **[Hiring Manager's name]**:]

[**First paragraph:** Introduce yourself as well as the job position you are applying for. Include if you were referred by someone as well as why you are interested in the position.]

[**Second paragraph:** Include specific qualifications that make you a good fit for the job. Mention your education and experience if applicable as well as one or two skills that are relevant to the position.]

**[Third paragraph:** Mention the attached documents and let the recipient know you would be happy to provide further information if needed. Thank the recipient for their time and consideration.]

**[Closing:** Thank the recipient again and include a polite closing salutation such as "*Sincerely*." Include your signature and contact information.]

## **E-Mail Example:**

[Subject line: *Amy Little – Junior Marketing Associate*]

[Salutation: *Dear Mr. Linus*]

**[First paragraph:** *I came across the open Junior Marketing Associate position you currently have available at DE Marketing Firm.*

**[Second paragraph:** *I am a recent graduate from New York Community College with a Bachelor of Arts in Marketing. I am eager to put my knowledge and experience to work in a well-known marketing firm such as yours.*

**[Third paragraph:** *Attached you will find my cover letter, resume and marketing samples for your consideration.*

**[Closing:** *Thank you so much for your time and consideration for this position and I look forward to hearing from you soon.*]

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## **E-Mail Follow-Up:**

### **1-2 weeks after application due date:**

Dear [Name],

I recently applied for the position of [position title]. I understand you're probably busy reviewing applicants, but I wanted to reach out to see if you had any updates on your decision timeline.

I'm very excited about the opportunity to work at [company] and I believe that my skills, specifically [name a skill that's highly relevant to the position for which you applied], would make me an ideal match for the position.

For your convenience, I've attached my application materials. Please let me know if you need any additional information. I can be reached at [phone] or [email]. I look forward to hearing from you.

Best,

[Name]