

Email Etiquete

How to write
an email for
a job ?



@hinaarora



Need a job  Inbox



Hina Arora 17:50

to me 



Hi Hina ma'am,

I am looking for a job in your company. Can you please help ?

Thanks and Regards,
Pratik Gupta



@hinaarora





FRESHER

Job Application - Software Developer



Recipients

Job Application - Software Developer

Hi Ayush,

This is in reference to a position published on LinkedIn by a ___ (Company) as a software engineer with job ID xyz. I read the job description and the roles and responsibilities listed, and they fit the learning experiences I've had while pursuing my education.

To better understand my educational background and how I may contribute to the organisation, I've included my résumé as an attachment for your review. I'm looking forward to your call and the interview.

Thanks and Regards,
Hina Arora
91-787-XXX-XXXX

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Send ▾



@hinaarora





Experienced Professional

Job Application - Software Developer




Recipients

Job Application - Software Developer

Hi Ayush,

This is in reference to a position published on LinkedIn by a ____ (Company) as a software engineer with job ID xyz. I read the job description and the roles and responsibilities listed, and I believe I could be a perfect fit for this position based on my past experience as a Software Developer at ____ (Current Company).

To better understand my skills and how I  contribute to the organisation, I've included my CV as an attachment for your review. I'm looking forward to your call and the interview.

Thanks and Regards,
Hina Arora
91-787-XXX-XXXX

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Send ▾



@hinaarora



Save it for later!



@hinaarora

