

JOB APPLICATIONS VIA EMAIL

Subject Line: Application for (POSITION TITLE)

Email body:

EITHER “Attn: (whoever the position description says to address it to”) **OR** “To Whom It May Concern”

Please find attached my cover letter and resume. I would like to be taken into consideration for the position of (POSITION TITLE).

Thankyou for taking the time to view my application.

(Your Name)

(Your Contact Number)

MAKE SURE TO ATTACH CORRECT COVER LETTER AND RESUME

TRIPLE CHECK COVER LETTER/RESUME BEFORE SENDING (GRAMMAR, SPACING, SPELLING ETC)