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Level: 3rd Year LMD

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Lesson2: How to Write a Job Application Email

1. Writing a job application email

Employers have many ways they can accept job applications. While many use automatic application systems or ask that you hand in your materials in person, others prefer that you email your application materials. When sending this email, you want to include a message that shows that you would be a good fit for the role. Here we discuss how to write a job application email.

2. What is a job application email?

A job application email is essentially a cover letter formatted for email. The goal of this email is to prove that you are a good fit for a role. Show that you have the experience, talents, and skills to provide value to their team. This email should be roughly a page long if you were to copy and paste it into a Word document. Since your space is limited, you should only include details that directly pertain to the role you're applying to.

3. What to include in a job application email

Include the following components in your job application email:

Your purpose for writing

What role you're applying to

Why you're interested in this role

What makes you qualified for this job?

What value you can add to the company

Your contact information

4. How to write a job application email?

Follow these steps to write a more effective job application email:

4.1. Start with a clear subject line

Many job applications include directions for your subject line. If not, make it clear why you are writing. Hiring managers receive many emails each day, so including a clear subject line will ensure that they open your job application. Something like, '[Your Name] – [Job Title] Application' would work well. For example, 'Devon Lewis – Marketing Manager Application' lets the hiring manager know exactly what this email contains.

4.2. Explain your purpose for writing

Use the first paragraph of your email to explain why you are writing. Be sure to mention the exact job title you are applying for. You can also mention where you saw the job posting and why you are interested in applying. This is your chance to capture the hiring manager's interest, so try to come off as professional and personable.

4.3. Prove you're a good fit

Your middle paragraphs should include why you are a good fit for their company. Share any specific skills or experiences that make you qualified for the job. Discuss any accomplishments or achievements you have made in your career. You can also explain any recent job duties you had that would translate into this new role.

4.4. Thank the hiring manager

Thank the hiring manager for their time in your final paragraph. You can also use this section to mention that your resume and other application materials are attached to the email. Say something along the lines of, 'I look forward to hearing back from you and potentially discussing this opportunity in more detail.'

4.5. Use a polite closing

End your email with a closing, such as 'Best' or 'Sincerely.' Sign off with your full name and include your contact information underneath. This can include your email address, phone number, LinkedIn profile URL, and a link to your portfolio.

5. Tips for writing a job application email

Use these tips to write a quality job application email:

- **Tailor it to the job.** Before writing your email, carefully read the job description. Think about how your previous experience would make you qualified for this position.
- **Read the directions.** Some companies are quite particular about job applications. Make sure you follow all the steps provided in order to be a candidate they'll consider.
- **Follow up in a few weeks.** The general rule is to wait two weeks after the job posting is closed to reach out again. If you still haven't heard back, send an email inquiring where they are at in the hiring process.

6. Job application email template

Use this job application email template to get started:

Dear [Hiring Manager's Name],

I recently saw your job posting for the [Job Title] position on [where you saw it]. Based on the information you provided, I am quite interested in this position. Upon review of my application materials, I hope that you can see why I would be a good fit for this job.

[Two paragraphs that detail your previous job experience. Explain how it directly relates to the role you're applying to.]

My resume is attached to the email. Thank you for taking the time to look through my application materials. If you have any questions about the information I included, please reach out. I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Contact Information]

Job application email sample

Here is a job application email sample you can use as inspiration:

Dear Mr. Davies,

I recently saw your job posting for the Dog Walker position on Glassdoor. Based on the information you provided, I am quite interested in this position. Upon review of my application materials, I hope that you can see why I would be a good fit for this job.

Ever since I was a child, I have had a deep love for animals, especially dogs. I grew up with two Yellow Labs, so I understand the importance of staying in control while walking strong dogs. Along with walking my own dogs, I have over five years of experience taking care of my neighbor's two dogs while they are away.

For the past two years, I have been taking dog training courses through We Love Dogs. I have learned a lot about dog behavior, especially when they are on a lead. With this knowledge of dog training, I can ensure your dog will be safe and well behaved on walks.

My resume is attached to the email. Thank you for taking the time to look through my application materials. If you have any questions about the information I included, please reach out. I look forward to hearing from you.

Sincerely,

Leslie Reals

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