

How to Write a Professional Job Application Email

In today's technology based world, job seekers and hiring companies are utilizing online job search engines or corporate websites for their recruitment. With the use of these online platforms, candidates mostly require to send job applications via email.

Below is an example of a poor job application email and some tips that may help you in your job hunt.

New message

Subject: Biz. admin position ... (1)

From:garylee_superninja_warrior@yazoom.com ... (2)

To: john.matt@sharpassociate.com

Sent : 15 May 2015 13:30:52

Attachement: cv_and_resume.pdf ... (3)

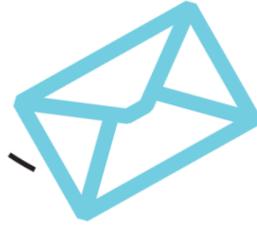
Dear John

I saw the job ad that you've placed on Kaplan's notice board. The job looks good for me and I think I wanna try to go for it. Do get back to me ya?

Btw, I've attached my CV and resume too. ... (4)

Thanks!

Gary ... (5)



1 Avoid general and informal subject title as shown above. Imagine receiving hundreds of emails from job applicants by the hiring manager. Your subject title should give a clear indication of the position you wish to apply. Use a specific subject for instance, “Application for the position of Business Administration” to define your job application.

2 You might still be using the same email address since you were twelve years old. Maybe it is time for you to create an account which sounds more professional and mature.

3 Check to make sure that the attachment(s) in the email is the intended file you wish to send through. You wouldn’t want to attach a wrong file for the job you are dying for. Also, renaming the file as your name for example “gary_lee_resume.pdf” will be easier for the hiring manager to recognize and identify with when he/she downloads it to the computer.

4 Put yourself in the shoes of the hiring manager when you wrote a job application email depicted in the above example. What is the perception that you have of the applicant? A turn-off isn’t it? The tone of the email needs to be formal and portray professionalism. As an applicant, you will need to create an impression that you are serious about the job and wouldn’t want your resume to end up in the trash bin.

5 End the email by initiating a meet up with the hiring manager. Include your contact number as it will be easier for him/her to get in touch with you. Sign-off the email with “Yours Sincerely” or “Best Regards” followed by your full name.

Before you hit that ‘send’ button, check for typo error. Read your email over slowly and out loud if possible. It is an effective way to spot any mistakes you may have made. Again, it is good practice to check the attached file again. Good luck!

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