

HOW TO WRITE EMAILS TO SEND CVS AND APPLY FOR JOBS:

When you are trying to get a job, and you want to know how to write an email to human resources to any company that has a vacancy, or you want to know how to write an email to apply for a job or send a cv, it is important to be clear about certain points that can help you to write your message successfully.

CV writing tips

2024

THE SUBJECT OF THE EMAIL: CALL TO ACTION:

The subject line should be clear, concise, and relevant. Include keywords such as "Job Application," the job title, and, if applicable, the reference code. Example: "Job Application - Graphic Designer - Ref. 12345".

Invite the recipient to review your attached CV and express your desire to participate in an interview. Be sure to provide contact information, such as your phone number and email address.

GREETING:

Address the recruiter if you know their name; otherwise, use a generic greeting such as "Dear Recruitment Team" or "Dear [Company Name]."

FAREWELL AND SIGNATURE

End the email with a polite farewell, such as "Sincerely" or "Best regards," followed by your full name, email address, and phone number.

INTRODUCTION:

Start by briefly introducing yourself and mention how you heard about the position. Explain why you are interested in working for the company and what your motivation is for applying for a position.

PROOFREAD AND PROOFREAD:

Before sending the email, check grammar, spelling, and punctuation. Make sure the email is well-structured and easy to read.

RELEVANT EXPERIENCE AND SKILLS:

In a paragraph or two, highlight your previous work experience, skills, and achievements that are relevant to the position. Don't repeat information from your CV, but focus on aspects that demonstrate your suitability for the job.

ATTACH YOUR CV:

Don't forget to attach your CV in a widely accepted format, such as PDF or Word. Check that the file is correctly named, such as "First_Name_Last_Name_CV." If your LinkedIn profile is active and up-to-date, don't hesitate to indicate its link.

PERSONALIZATION:

Research the company and its culture so that you can mention specific aspects where you fit in or how you could add value to the organization. This shows that you have taken the time to get to know them and helps you stand out from other candidates.

By following these steps, you will be able to write an effective and persuasive introductory email that will increase your chances of being considered for the desired position.