

Formal email applying for a job

Presentation: bit.ly/48Bj6UW



OPENING: USEFUL VOCABULARY

Different ways to start your email applying for a job

Expressing Interest:

- "I am writing to express my interest in the [Job Title] position listed on [where you found the job posting]."
- "I am excited to submit my application for the [Job Title] role at [Company Name], as advertised on [platform]"
- "I am writing to formally apply for the position of [Job Title] at [Company Name], as advertised on [source]."

Highlighting Your Background:

- "With a background in [Your Field/Industry] and a passion for [specific aspect related to the job], I am eager to apply for the [Job Title] position at [Company Name]."
- "As a [Your Profession/Title] with [number] years of experience in [specific skills or industry], I am enthusiastic about the opportunity to contribute to your team as a [Job Title]."

Expressing Enthusiasm for the Company:

- "I have long admired [Company Name]'s commitment to [specific value or project], and I am thrilled to apply for the [Job Title] position."
- "Having followed [Company Name]'s innovative work in [industry or field], I am excited about the possibility of joining your team as a [Job Title]"

Example Use in Context: *Using these opening sentences can help you create a strong first impression and clearly communicate your purpose from the outset*

Here's how you might incorporate one of these opening sentences into a complete email:

Subject: Application for Marketing Coordinator Position

Dear Ms. Thompson,

I am writing to express my interest in the Marketing Coordinator position listed on your company's careers page. With over five years of experience in digital marketing and a proven track record of successful campaign management, I am excited about the opportunity to contribute to your team at XYZ Corp.

[Continue with more details about your qualifications, experiences, and why you are interested in the role.]

EXAMPLES

Subject: Application for English Teacher Position

Dear Mr. Johnson,

I am writing to express my keen interest in the English Teacher position advertised on your school's website. As a certified educator with a passion for the English language and five years of experience teaching diverse student populations, I am excited about the opportunity to contribute to your esteemed educational institution.

My background includes a Bachelor's degree in English Literature and a Master's in Education, complemented by a TEFL certification. In my current role at Westfield High School, I have successfully developed and implemented engaging curricula for students ranging from 9th to 12th grade. My approach focuses on interactive learning, incorporating technology and real-world applications to make language acquisition both effective and enjoyable.

Some key achievements in my teaching career include:

- Improving student test scores by an average of 15% through innovative teaching methods*
- Initiating a successful after-school English club that boosted student engagement*
- Collaborating with colleagues to create a cross-curricular literacy program*

I am particularly drawn to your school's commitment to fostering a multicultural learning environment and its emphasis on critical thinking skills. These values align perfectly with my teaching philosophy, and I am eager to bring my experience and enthusiasm to your team.

Attached, please find my resume and teaching portfolio for your review. I would welcome the opportunity to discuss how my skills and experiences can contribute to your school's mission and goals. Thank you for considering my application. I look forward to the possibility of speaking with you further about this exciting opportunity.

Best regards,

[Your Email Address]

[Your Full Name]

[Your LinkedIn Profile (if applicable)] This email effectively:

[Your Phone Number]

EXAMPLE 2

Subject: Application for Marketing Assistant Position

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the Marketing Assistant position listed on [where you found the job posting, e.g., your company's careers page or LinkedIn]. With a background in marketing and communications, along with my passion for digital marketing strategies, I am excited about the opportunity to contribute to [Company Name].

In my previous role at [Your Previous Company], I successfully assisted in developing and implementing marketing campaigns that increased brand awareness and engagement by [specific percentage or achievement]. My experience with social media management and content creation has equipped me with the skills necessary to support your team effectively. Additionally, I am proficient in using tools such as Google Analytics, Hootsuite, and Adobe Creative Suite, which I believe will be valuable in this role.

I am particularly drawn to this position at [Company Name] because of [specific reason related to the company or its projects/values]. I admire your commitment to [mention any relevant company initiatives or values], and I am eager to bring my expertise in marketing to help achieve your objectives.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank

you for considering my application. I look forward to the possibility of contributing to [Company Name] and hope to hear from you soon.

Best regards,

[Your Full Name]

[Your LinkedIn Profile or Professional Website (if applicable)]

[Your Phone Number]

[Your Email Address]

[Your Physical Address (if required for compliance)]