

# Job Application Email Template

Use this when applying directly to a company via email with your CV attached.

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## EMAIL SUBJECT LINE

Application for [Job Title] — [Your Full Name]

## EMAIL BODY

Dear [Mr./Ms./Mx. Surname / Hiring Manager],

I am writing to apply for the position of **[Job Title]**, as advertised on **[Platform/Website]**. Please find my CV attached for your consideration.

I hold a **[Qualification]** from **[Institution]** and have developed strong skills in [relevant skill 1], [relevant skill 2], and [relevant skill 3]. I am particularly drawn to [Company Name] because of [brief reason — company mission, reputation, or a specific initiative].

I am eager to contribute to your team and believe my background in [relevant area] positions me well for this role. I would welcome the opportunity to discuss my application further at your convenience.

Please do not hesitate to contact me at [phone number] or [email address] to arrange an interview.

Thank you for your time and consideration.

Yours sincerely,

[Your Full Name]

[Phone Number]

[Email Address]

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*IgniteShift Tip: Always attach your CV as a PDF, never as a Word document. Name the file professionally: "YourName\_CV\_2025.pdf"*