

Email Subject: Job Opportunity at [COMPANY NAME]

Hi [FIRST NAME],

I found your resume on [NAME OF JOB BOARD OR WEBSITE] and was impressed with your skills and background. Your qualifications match up extremely well with our open role of [POSITION TITLE] for [COMPANY NAME].

[PROVIDE A BRIEF OUTLINE OF THE POSITION]

[GIVE DETAILS OF YOUR COMPANY TO INCLUDE YOUR COMPANY CULTURE]

I would love the opportunity to speak with you about the position. Are you available for a quick call this week to discuss?

Sincerely,

[YOUR NAME]

[TITLE]

[COMPANY NAME]

[EMAIL ADDRESS]

[COMPANY WEBSITE]