



Email Samples Job Search: Cold Prospecting and Applying to Positions

Have you ever noticed how some company websites invite application materials even though they might not have an open position right now? It's okay to submit your resume in that case, but know that it is likely going to a general Human Resources office, to be kept on file in case a position opens up. **Remember, there is no substitute for reaching out and connecting with people in your target companies who might one day advocate for you**, but if you decide to send in your materials, the following email sample gives you an idea of how you might "pitch" yourself to a company.

Cold Job Search Email Including Value Proposition

Steps

Subject: Aspiring Sales Professional Ready to Make an Impact at XYZ Company

Greeting

Dear Sofia Morales [be sure to get the name of the HR Manager and address the email to that person],

Introduce yourself

As a business student with a strong affinity for sales set to graduate from the University of Oregon in June, I am excited to start my career with a reputable company representing a strong product line. I am confident I could be a strong performer with XYZ.

Define your value through your accomplishments

Highlights of my experience include:

- Leadership—As the President of the Sales Club for 2 years, I grew the membership by 20% and enlisted alumni to speak at club events.
- Sales—As a Sales Associate at Consumer Electronics, I used my product knowledge and communication skills to exceed my monthly sales goals by more than 5% per month on a consistent basis.
- Relationship-building—Through cold calling and LinkedIn networking, I expanded alumni interest and involvement in the Sales Club.

Why are you contacting them?

I believe my skills and background would be an asset to XYZ. I've attached my resume for your review and will contact you to see if any applicable positions have opened up. Thank you for your consideration.

Sign off

Sincerely,
Amira Duck
UO Student '21
amira.duck@uoregon.edu | (541) 555-5555
linkedin.com/in/myprofile



Email Samples: Submitting an Application

When submitting application materials via email, students often wonder if they should attach a cover letter or use the body of the email as a cover letter. Either way is okay, but not both. In other words, don't repeat yourself! If you are attaching your cover letter, a simple email should suffice, such as the sample below.

Basic Email Format for Submitting Your Cover Letter and Resume

Steps

Greeting

Subject: Re: Audit Intern Position with PwC

Dear [Name of Hiring Manager],

Why are you contacting them?

Attached please find my application materials for the position of Audit Intern with PwC.

Sign off

Thank you for your consideration.

Sincerely,
Keon Duck
UO Student '21
keon.duck@uoregon.edu | (541) 555-5555
linkedin.com/in/myprofile



If you prefer to use the body of your email AS your cover letter, consider following the Cover Letter format recommended by Lundquist, but be sure to keep your writing brief and to the point. It is an email after all! That might look something like the sample below.

Email Format Including Cover Letter Text

Steps

Greeting

Subject: Applying for Marketing Intern Position with LMN Corp.

Dear Christine Chang,

Why are you contacting them?

I am excited to apply for the Marketing Intern position with LMN Corp. The company's reputation for delivering cutting-edge advertising campaigns and effective social media messaging offers a fantastic opportunity to learn from the best! Given my experience in events, my communication skills, and my proven problem-solving abilities, I am confident that my background has prepared me to make a strong contribution in this position.

Why do you want the job and what do you bring?

List your relevant qualifications

My qualifications include:

Event planning—developed and coordinated 3 events for college-based group

Writing—created content for group fundraising page

Editing—served as proofreader and final editor for group presentation projects

Technical skills—proficient in MS Word and PowerPoint; familiar with InDesign; pursuing Salesforce CRM Essentials badge

List your next steps

My resume is attached for your review. Thank you for your consideration. I look forward to the next phase of the hiring process and will contact you next week to follow up.

Sign off

Sincerely,

Desiree Duck
UO Student '21

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