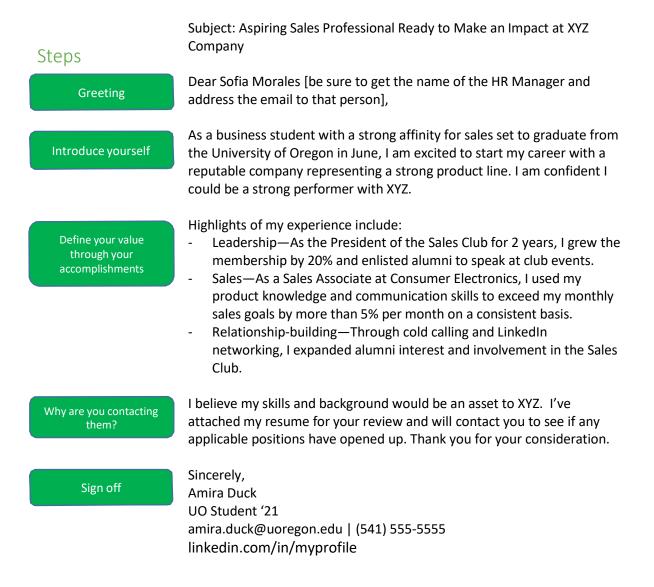
Email Samples Job Search: Cold Prospecting and Applying to Positions

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

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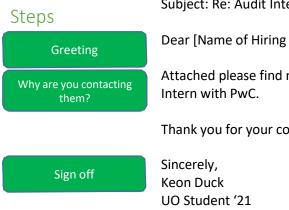


Email Samples: Submitting an Application

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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



Subject: Re: Audit Intern Position with PwC

Dear [Name of Hiring Manager],

Attached please find my application materials for the position of Audit

Thank you for your consideration.

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

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Steps	Subject: Applying for Marketing Intern Position with LMN Corp.
Greeting	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
Why do you want the job and what do you bring?	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.
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 desiree.duck@uoregon.edu (541) 555-5555 linkedin.com/in/myprofile