

Email Application Cover Letters

This playbook outlines the steps needed to write an effective cover letter for job applications submitted through email or online platforms. It covers the specifics of formatting, content, and attachment considerations.

Step 1: **Format**

Use a professional email format, with a subject line indicating the position you're applying for. Begin the email with a polite salutation and maintain a formal tone throughout.

Step 2: **Introduction**

Start your cover letter with a brief introduction that includes your name, the position you're applying for, and a mention of how you heard about the job opening.

Step 3: **Purpose**

Explain the purpose of your email succinctly. Express your interest in the position and the company, and indicate that your resume is attached.

Step 4: **Customization**

Customize your cover letter for each job application. Highlight how your skills and experiences make you a good fit for the job and align with the company's values.

Step 5: **Qualifications**

Clearly summarize your key qualifications and relevant experiences to demonstrate you meet the job criteria. Use bullet points for readability if the email platform supports formatting.

Step 6: **Conclusion**

Conclude with a strong closing statement. Reiterate your interest and express gratitude for the consideration. Include a polite sign-off, your full name, and contact information.

Step 7: **Attachment**

Attach your resume to the email. Make sure the file is in an accepted format (usually PDF) and is named professionally, incorporating your name and the word 'resume'.

Step 8: **Proofreading**

Thoroughly proofread your email and cover letter for any typos, grammatical errors, and tone before sending. Double-check the recipient's email address and the subject line.

Step 9: **Send**

Once satisfied with the content and format, send the email to the correct recipient. Ensure you use a professional email address of your own when sending.

General Notes

Attachment Note

Some job platforms may require you to paste the cover letter content into a text box rather than attaching a separate document. Adjust for these requirements as needed.

Online Profiles

Ensure your online professional profiles (e.g., on LinkedIn) are up-to-date and consistent with the information you're providing in your application.

Follow-Up

Consider sending a follow-up email if you do not hear back within the expected time frame specified in the job listing or by the employer.

Powered by: **PlaybookWriter.com**