

Email Subject: Job Opportunity at (COMPANY NAME)

Hi (FIRST NAME),

I found your resume on (NAME OF JOB BOARD OR WEBSITE). Your qualifications match up extremely well with our open role of (POSITION TITLE) for (COMPANY NAME).

(COMPANY NAME) is a (NATURE OF COMPANY). (GIVE A BRIEF INTRO OF YOUR COMPANY)

(DETAIL THE POSITION IN TWO TO THREE SENTENCES)

Are you available for a quick call this week to discuss further?

(YOUR NAME AND TITLE)