Blank Job Application Templates

Fill-in email and one-page cover letter

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A. Email template

Subject: Application for [Job Title] – [Full Name]

Dear [Hiring Manager / Recruitment Team],

I am applying for [role] advertised on [source]. My relevant experience or education includes [two specific points].

One example of my suitability is [truthful achievement, project or responsibility].

My CV is attached. I would welcome an opportunity to discuss how I can contribute.

Kind regards,

[Full Name] | [Phone] | [Email]

B. Cover letter template

[Date]

[Hiring Manager / Company]

Dear [Name / Hiring Manager],

Paragraph 1 — Name the vacancy and why it interests you.

Paragraph 2 — Give one or two relevant experiences, skills, projects or measurable achievements.

Paragraph 3 — Explain how you match the employer's needs, then request an interview politely.

Sincerely,

[Full Name]

Pre-send check

☐ Correct role and company name

☐ Professional subject and sender address

☐ CV attached with clear filename

☐ Accurate experience and dates

☐ No confidential or unrequested identity documents

☐ No payment or sensitive information sent to suspicious recruiters