8 Job Application Email Samples

Copy, adapt and send professional messages for Pakistani employers

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HOW TO USE: Choose the relevant example. Replace every [placeholder]. Match your claims to your CV and the vacancy. Never invent achievements or referrals.

1. Responding to an advertised vacancy

SUBJECT: Application for Accounts Officer – [Your Name]

Dear Hiring Manager,

I am applying for the Accounts Officer position advertised on [platform/date]. I have [X years] of experience in reconciliations, invoicing and monthly reporting. In my recent role at [company], I supported [specific relevant responsibility or verifiable achievement].

I have attached my CV for your consideration. I would welcome an opportunity to discuss how my experience fits your requirements.

Kind regards,
[Full Name]
[Phone Number]

2. Experienced administration professional

SUBJECT: Application for Administration Officer – [Your Name]

Dear [Hiring Manager's Name],

Please consider my application for the Administration Officer role. Over [X years], I have supported office coordination, vendor communication and document management. For example, I [insert one true result or responsibility].

Your requirement for organized administrative support matches my background. My CV is attached, and I would appreciate the opportunity to speak with you.

Regards,
[Full Name]
[Phone Number]

3. Fresh graduate seeking a first job

SUBJECT: Application for Graduate Trainee – [Your Name]

Dear Hiring Team,

I recently completed a [degree] from [institution] and would like to apply for the Graduate Trainee position. My coursework and [project/internship] helped me develop [two relevant skills].

Although I am starting my professional career, I am ready to learn and contribute. Please find my CV attached. Thank you for reviewing my application.

Sincerely,
[Full Name]
[Phone Number]

4. Unsolicited application to a company

SUBJECT: Expression of Interest – HR Operations – [Your Name]

Dear HR Team,

I am contacting you to express interest in future HR Operations opportunities at [company]. My background includes [X years] of recruitment coordination, employee records and onboarding support.

I understand you may not have a suitable opening at present. If my experience is relevant to an upcoming vacancy, I would be pleased to discuss it. I have attached my CV for reference.

Best regards,
[Full Name]
[Phone Number]

5. Applying through a professional referral

SUBJECT: Application for Sales Executive – Referred by [Referrer's Name]

Dear [Hiring Manager's Name],

[Referrer's Name] suggested I contact you about the Sales Executive opportunity. With their permission, I am mentioning the referral here. My experience includes [relevant sales work] and [true, specific accomplishment].

I have attached my CV and would welcome a conversation if my profile fits the role. Thank you for your consideration.

Kind regards,
[Full Name]
[Phone Number]

6. Following up after an application

SUBJECT: Follow-up: Application for [Job Title] – [Your Name]

Dear [Hiring Manager's Name],

I applied for the [Job Title] position on [date] and wanted to confirm that my application was received. I remain interested in the opportunity, particularly because of [one relevant reason].

If the recruitment process is still underway, I would appreciate any update you can share. Thank you for your time.

Regards,
[Full Name]
[Phone Number]

7. Following up after an interview

SUBJECT: Thank You – Interview for [Job Title] – [Your Name]

Dear [Interviewer's Name],

Thank you for speaking with me on [date] about the [Job Title] position. I appreciated learning more about [specific responsibility or team challenge].

Our discussion strengthened my interest in the role. My experience in [relevant area] could help with [specific need discussed]. Please let me know if you need any additional information.

Kind regards,
[Full Name]
[Phone Number]

8. Career return after a break

SUBJECT: Application for Office Coordinator – [Your Name]

Dear Hiring Manager,

I am applying for the Office Coordinator role. Before taking a career break for [brief truthful reason, optional], I gained [X years] of experience in scheduling, vendor follow-up and office records. Recently, I refreshed my [specific relevant skill].

I am available to return to work and believe my previous experience fits the role. My CV is attached for your review.

Sincerely,
[Full Name]
[Phone Number]