

একটি নতুন পরিচিতি বা ব্যক্তিকে বা কোম্পানিতে ইমেল করুন এইভাবে

Subject line: [Company's Name] New [Job Title] - [Your Name]

Dear Mr./Mrs./Dr. [Last Name],

My name is [Your Name], and I am a [insert job title and any personal connections to the company]. I am reaching out to you to communicate my interest in the [insert job position]. I became aware of this by [insert research or prior knowledge of the company].

I am confident that my qualifications and experiences are a great match for this position. Specifically, I have [insert one to two highly relevant accomplishments not mentioned in the cover letter]. Attached to this email for your review are my [insert specific documents, typically cover letter and resume].

Please let me know if you are available to [insert specific ask and time frame]. My name and contact information are below for your convenience.

Thank you in advance for your consideration. I look forward to hearing from you.

Sincerely,

[Name]

[Phone number]

[Email address]

একটি সাক্ষাত্কারে ইমেলকে কীভাবে **REPLY** করবেন

Subject line: Interview Follow Up - [Your Name]

Dear Mr./Mrs./Dr [Last Name],

I want to thank you for your time on [insert interview date]. It was a pleasure meeting you and learning more about the [insert job title] position at [insert company name]. Our conversation solidified my sincere interest in this opportunity, and my confidence that my prior skills and experiences are a great fit for your needs.

Please reach out if there is any additional information I can share to help you make your decision at this time.

I look forward to hearing from you.

Warm Regards,

[Name]

[Phone number}

[Email address]