# Sample Job Application Email Template

Hello [NAME],

I decided to write to you, as I saw the job advertisement on [JOB PORTAL NAME].

I’m happy to say that my skills and experience match those listed in the advertisement. I believe that I'm the person who will meet your expectations. I would be honored if you'd take the time to evaluate me as a candidate.

[A paragraph about your education, academic degrees, previous positions, and duties at that time]

I have attached the [names of the documents, such as resume, cover letter, certificates] for your consideration. I would be grateful if you could take a moment to go through them.

I appreciate your feedback about my application, and it would be a pleasure to hear back from you.

Yours truly,

[YOUR NAME]