

# HOW TO EMAIL A RECRUITER ABOUT A JOB LISTING

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## HOW TO ADDRESS YOUR EMAIL

- The subject of the email should clearly indicate the position that you are inquiring about
  - Example- Subject: Senior Accountant Position OR Interested in Senior Accountant Position

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## WHAT TO INCLUDE IN THE BODY

- Indicate where you saw the job post, the location listed, and whether or not you already applied via a specific job board/employment site (LinkedIn, Indeed, ZipRecruiter, etc.)
- Use full sentences, proper punctuation, spacing, etc.
  - Write a professional email, even if you're typing it on your phone
- Mention why you're interested in the role and/or why you believe that you would be a good fit
- Don't just ask for "more information" – this wording is generic, and recruiters hear it all the time
  - Ask specific questions that will help you determine if the role is a good fit for you

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## DO NOT FORGET!!!

- Attach your resume – this is super important!
- Include your contact information (Phone number, LinkedIn, etc.)
- Include your availability and ask to schedule an introductory call
- Thank the recruiter for their time and consideration in advance

