



How to Email a Recruiter About a Job Listing

1. Write a Clear, Specific Subject Line

Your subject line is your first impression—make it concise, professional, and directly related to the position. This ensures the recruiter immediately understands the purpose of your email.

Examples:

- Application Inquiry – Senior Accountant Position
- Interest in Senior Accountant Role – [Your Name]

2. Compose a Professional Email

This is your chance to showcase your qualifications and genuine interest in the role. A well-structured, professional message can make a strong impact.

Include These Key Elements:

- **Job Source & Application Status** – Note where you found the posting, its location, and whether you’ve already applied.
- **Professional Language** – Use proper grammar, punctuation, and complete sentences.
- **Personalized Interest** – Explain briefly why you’re interested and how your background aligns.
- **Targeted Questions** – Ask specific, thoughtful questions that help you evaluate the opportunity.

3. Include Essential Attachments & Details

Make it easy for the recruiter to review your candidacy and follow up with you.

- Attach an **updated resume** tailored to the role.
- Include accurate **contact information**—cell phone number, email, LinkedIn profile URL, or other relevant links.
- Share your **availability** for an introductory conversation or interview.
- Express **professional courtesy** by thanking the recruiter for their time and consideration.

4. Close with Confidence & Professionalism

End your email with a concise, polished closing that reinforces your interest. A strong closing leaves a positive impression and encourages the recruiter to respond.

Examples include:

- “Thank you for your time and consideration. I look forward to the opportunity to discuss my qualifications further.”
- “I appreciate your attention and hope to connect soon regarding this role.”

Pro Tip: A well-crafted email shows attention to detail, professionalism and enthusiasm, qualities that recruiters highly value. **Consider using AI to help draft or refine your message while keeping your personal voice and style.**