

Use this email when you have applied for a role, but the recruiter has not responded for a few days – try to get their direct email address for this.

Tip: Send this email during core work hours, so that the recipient is likely to be at their desk and see your email arrive – and don't forget to re-attach your CV

Hi (name)

Hope you

Just a quick
day/week

I have been
previous
fairly close

Also, if
am aware

Look

Regard

(Name)

(Phone)

(Email)

st (insert

ace from

like this

discuss, and

Fully editable Word
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