

Use this email when you have applied for a role and been ignored, but then subsequently discovered who the hiring manager is, and want to email them directly.

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're

I found you
looking to

I have rec
received
most rel

I would l
could be

Regards

(Name)

(Phone)

(Email)

Fully editable Word
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