

THRIVE Youth Worker Handbook
Annex B. Professional Email Template

This annex includes one short, adaptable professional email for job applications.

Subject line: Application for [Job Title] – [Full Name]

Greeting: Dear Sir/Madam, / Dear Hiring Team,

Opening: I am writing to apply for the position of [job title].

Body: Please find attached my CV. I am interested in this opportunity and would be grateful for your consideration.

Closing: Thank you for your time. Kind regards,

Signature: [Full Name] | [Phone number] | [Email]

Copy-ready version

Subject: Application for [Job Title] – [Full Name]

Dear Sir/Madam / Dear Hiring Team,

I am writing to apply for the position of [job title]. Please find attached my CV. I am interested in this opportunity and would be grateful for your consideration.

Thank you for your time.

Kind regards,

[Full Name]

[Phone number]

[Email]

The views and opinions expressed in this document are those of the author(s) only and do not necessarily reflect those of the European Union or the Human Resource Development Centre (HRDC), the Bulgarian Erasmus+ National Agency. Neither the European Union nor HRDC can be held responsible for them.

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