COLD EMAIL TEMPLATE

arrive &thrive

CASUAL EMPLOYMENT

Subject: Job Application for Sales Assistant

Hello, my name is Sarah,

I would love to apply for an opportunity as a casual Sales Assistant at Ice Cream City.

My family and I have been coming to Ice Cream City for many years and I have many fond memories of ice cream on summer nights and the fun environment that the shop staff create. Throughout my many years of tasting all the flavours on offer, I believe I could relate and engage with customers. I've just turned 16 and am keen to start a job that will challenge me to learn and create new skills and experiences.

I am very excited to start my first job as I feel I have already developed skills in communication and teamwork through my involvement in netball and peer-to-peer mentoring programs at school.
Please find my resume attached for your reference.

If you have any questions about my resume, please reach out.

Thank you for taking the time to read my application.

WORK EXPERIENCE

Subject: Work Experience Opportunities

Hello, my name is Jed.

I would love to enquire about a work experience opportunity.

I'm particularly interested in pursuing a career in (insert occupation) and would love to complete my work experience with (insert company name). My work experience goes for a period of (insert time frame), and the objective is for me to view and understand the industry roles and what a typical day looks like.

I personally have the following skills in (insert skills) and attributes, and am keen to learn more about this space. I'm motivated to learn more about (include the things that you would like to learn or understand) as I'm starting to develop a base knowledge in the following areas (insert learning areas).

If you have any opportunities, I would love to explore them further.

Thanks for taking the time to read my email.

Regards,