

# EMAIL TEMPLATES

A GRAD SOC FREE RESOURCE

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## REACHING OUT

New Message — ↗ ✕

Dear X,

I'm writing to enquire about internship or work experience opportunities that might allow me to get involved with x company's mission of x.

I've been following the work of x company for over a year now, and your company value of x really resonates with me as my previous work experience with x allowed me to understand the importance of x.

I'm eager to learn from a company with such x. Thank you for taking the time to read through my attached CV, I would love to talk further about the opportunities available at x company. Feel free to email me at the address above, or call me at x number to arrange a time. I look forward to hearing from you.

All the best, Your Name

[Send](#)

New Message — ↗ ✕

Dear Susan,

I'm writing to enquire about internship or work experience opportunities that might allow me to get involved with Marketing Media's mission of providing exemplary campaign ideas.

I've been following the work of Marketing Media for over a year now, and your company value of always listening to the younger generation really resonates with me as during my summer internship I conducted 10+ hours of consumer research, which allowed me to understand the importance of paying attention to your audience and adapting current trends.

I'm eager to learn from a company with such innovative ideas, and thank you for taking the time to read through my attached CV. I would love to talk further about the opportunities available at Marketing Media, feel free to email me at the address above, or call me at 0123456789 to arrange a time. I look forward to hearing from you.

All the best, Your Name

[Send](#)



# APPLICATION CHASER



New Message

Dear X,

I hope you're having a good week! I'm emailing to check on the status of my application for X job role and if there's anything else I can provide to help my application. I'm excited about the opportunity to join the company and help the team achieve [insert company goal] with my [insert relevant skills].

I look forward to hearing from you.

Best, Your Name

Send

New Message



Dear Amy,

I hope you're having a good week! I'm emailing to check on the status of my application for the marketing assistant job role and if there's anything else I can provide to help my application. I'm excited about the opportunity to join the company and help the team achieve increased brand awareness with my content creation and social media marketing skills.

I look forward to hearing from you.

Best, Your Name

Send



[Book an interview coaching session](#)

# INTERVIEW/MEETING FOLLOW UP



New Message — ↗ ✕

Hello X,

Thank you for taking the time to speak with me today about x, it was great to hear more about x. I'm looking forward to seeing where x company takes x project / x client / x industry update (recap any key points mentioned or anything you learned about them)

As discussed, I'll send you x / contact x / look further into x / (any action points) by the end of today.

I'm excited about the opportunity to join x team / learn more about x / help x company achieve x goal / (any future plans that you could get involved with)

Let me know if there's any additional information I can provide, and I look forward to hearing from you soon.

Best, Your Name

Send

New Message — ↗ ✕

Hello Aisha,

Thank you for taking the time to speak with me today about the Marketing Assistant role, it was great to hear more about Marketing Media's use of current trends within social media marketing, and best of luck with your upcoming client pitch.

As discussed, I'll send you examples of my previous work and links to my portfolio by the end of today.

I'm excited about the opportunity to join Marketing Media and to help the social media team achieve your company wide goal of connecting clients with the best marketing solutions.

Let me know if there's any additional information I can provide, and I look forward to hearing from you soon.

Best, Your Name

Send

