**Email subject line:** [Insert subject line that matches the job posting or provides details of what you can offer, e.g. *Experienced, award-winning physics teacher seeks senior position at Grove High*]

**Email body:**

Dear [insert Hiring Manager’s name],

My name is [insert your full name] and I’m applying for your [insert title of post] that I heard about from [insert the person who told you about the post or mention the website you saw it on]. I have an excellent record of [insert your relevant achievements] and know that my skills and knowledge would benefit your company.

Attached, please find my resume and [insert other relevant documents like a cover letter or a competence test]. Should you require anything else, do let me know.

I look forward to discussing further details about [insert how you plan on helping your new employer in his or her ventures].

Sincerely,

[Insert your full name]

[Insert your current job title if relevant]

[Insert link to your LinkedIn profile/another relevant website]

[Insert email address]

[Insert contact number]