**Sample Email Job Application Letter**

To ……………..

Object: assistant director position (Name)

Dear Manager,

It was with much interest that I read your job position on April 8th for an Assistant Communications Director. Your description of the work responsibilities of Assistant Director closely matches my experience, and so I am excited to submit my resume to you for your consideration.

In my position as an Assistant Communications Director for ABC Company, I wrote articles for the company website, managed the editing and posting of contributing articles, managed their social media presence.

My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you.

Thank you for your consideration.

John Doe  
Address  
Email  
Home Phone  
Cell Phone

**Job Offer Thank You Email**

To: [GeoffreyDonald@gmail.com](mailto:GeoffreyDonald@gmail.com)

Subject: Thanking you for the job offer of Assistant Supervisor.

……………..Mr. Donald,

With all …………………, I would like to ………….. and your company for the ……………… letter that I have just received for the job position of the assistant supervisor in your prestigious and reputed company. It is a matter of great pride for me to become a ……………….. and I promise you that in no way will you be ……………… or …………………with my ………………….

I wish to take this opportunity to assure you that I shall be dedicated towards my …………………. and ……………………. and will try my best to meet deadlines and utilise my ……………and …………………. for the betterment of the company. The job offer letter comes as a surprise to me as I am sure that there were many other deserving candidates present for the interview.

Thanking you once again

**Job Offer Thank You Email**

To: [GeoffreyDonald@gmail.com](mailto:GeoffreyDonald@gmail.com)

Subject: Thanking you for the job offer of Assistant Supervisor.

Respected Mr. Donald,

With all due respect, I would like to thank you and your company for the job offer letter that I have just received for the job position of the assistant supervisor in your prestigious and reputed company. It is a matter of great pride for me to become a part of your dynamic team and I promise you that in no way will you be disappointed or unsatisfied with my services.

I wish to take this opportunity to assure you that I shall be dedicated towards my duties and responsibilities and will try my best to meet deadlines and utilise my skills and qualifications for the betterment of the company. The job offer letter comes as a surprise to me as I am sure that there were many other deserving candidates present for the interview.

Thanking you once again

Mr…………