

1st email

Dear Sirs

I am writing to enquire whether you have any opportunities for a new entrant into your business. I am ... (enter details of your pitch here) and would welcome an opportunity to apply for a position with your company. I am also interested in any voluntary opportunities.

I can be contacted at this email address or on my mobile number xxxx

I look forward to hearing from you.

Regards

Your full name

2nd email

Dear Sirs

Further to my last email/letter/interview etc I am writing to enquire as to whether there has been any progress with my application. I am (enter more details of your pitch here again but focus on why you are suitable for the job and why you are so interested). I would welcome some further contact at a time convenient to yourself.

Regards

Your full name

3rd email

Dear Sirs

Further to my previous communications with yourself I wanted to let you know I am still extremely interested in working for your company. As I mentioned (put more things in here from your elevator pitch) and truly believe I can add considerable value. In any event I would really appreciate some feedback and the benefit of your advice.

Kind Regards

Your full name