

How to apply for a job through email Gmail

Job summary

Job ID
8883844

Posting Date
16/07/2014

Company
PRS

Location
UK-Scotland-Aberdeen

Industries
Other/not classified

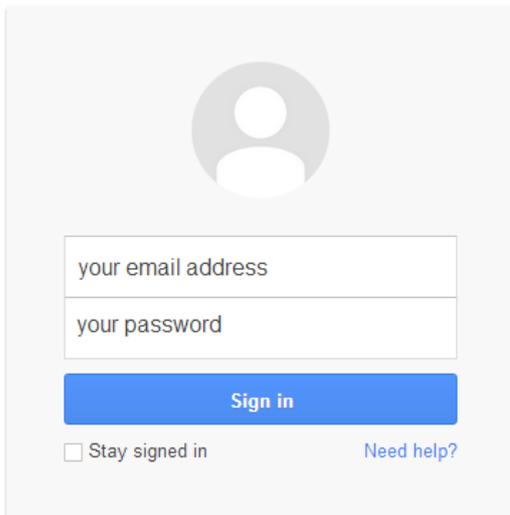
Job type
Full time

Salary
6.31 per hour

Application methods
Email: example@email.com

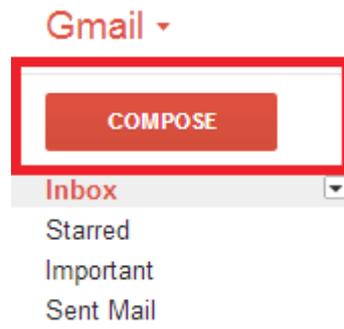
1. Once you have found the job you want, look for the contact information.
2. When you have found this either copy it or write it down.

Sign in to continue to Gmail



A screenshot of the Gmail sign-in page. It features a grey background with a white circular profile icon placeholder at the top. Below it are two white input fields: the first contains the text 'your email address' and the second contains 'your password'. A blue 'Sign in' button is positioned below the fields. At the bottom left, there is a checkbox labeled 'Stay signed in' and a blue link 'Need help?'.

3. Go to www.gmail.com and enter your email address and password. Click 'Sign in'



4. Click on the COMPOSE button to write a new email.

Job Title Positon - Your Name

example@email.com **Email Bar (Who you are sending the email to)**

Job Title Positon - Your Name **Email Subject**

Dear Sir or Madam

I am writing to express my interest in the [JOB POSITION] you have advertised on the [Universal Jobmatch website] in the [Blackburn] Area. Please find attached my CV.

I have excellent time keeping skills and have over 20 years working experience. I am able to start work straight away, plus willing to do a work trial if necessary so that you can see my work ethic and skills.

I look forward to hearing from you in regards to this application.

Kind Regards
Your Name **Your cover letter goes in this box**

Send A **Attach file** Saved

5. Write the email into the email bar.
6. The email subject should be the job name or job ID. For example: Cleaner Position / Job Reference:123
7. Add your cover letter from the Universal Jobmatch website or write a new one.
8. Click on the paperclip icon and attach your CV from your USB stick or computer desktop.
9. Double check everything.
10. k send!

Good luck! 😊

Checklist

Before you click send make sure you have remembered everything.

- Correct email in email bar
- Subject is the job title or job ID
- You have included your cover letter
- Your CV is attached