Tiêu đề email: [Vị trí ứng tuyển] – [Tên của bạn]

Nội dung email:

Dear Mr./Ms. (Tên nhà tuyển dụng) hoặc Dear Hiring Manager/ HR Department/ Dear Recruiting team

This is in reference to the job posting by you on the Internet dated (ngày tháng đăng tin tuyển dụng). I have read the job description and find that my work experiences as well as my skills and the job requirements may be a perfect match.

I have been working for the past three years as a (vị trí làm việc “position”) in A Company. During that time, I have gained a significant amount of experiences and skills such as (liệt kê một số kỹ năng) needed for (vị trí tuyển dụng)

I have attached my CV to this email. I hope you will learn more about my background, education, achievements, and awards through my CV.

Please let me know if I can provide you with any further information. I am looking forward to hearing from you.

Best regards,

(chữ ký)