

CURRY COLLEGE

How to write an e-mail inquiry about a part time student worker position

Developed by the Curry College Student Employment Committee January, 2023

Follow these steps to write a polite, professional and engaging job inquiry e-mail:

- Research the agency or department by using a search engine such as Chrome for off-campus agencies and use www.curry.edu for on-campus departments.
- Find the right person to contact and their e-mail address. Generally, you should be writing to the Hiring Manager listed on the job Posting.

For example: Dear Ms. Brown,

- Tailor the subject line by indicating the position name (as listed on the job posting) you are interested in.

For example: Subject line of e-mail: Interest in part time student position: Social Media Assistant

For example: Opening sentence of e-mail: I am writing to express my interest in the part-time, Social Media Assistant position available at Three Tiers of Community Service, Inc.

- Offer your expertise. Attach an Application or Resume, if you have one available, and reference it in the opening of your e-mail.

For example: I have attached my Application for your review and consideration.

In the body of the e-mail, give a summary of your experience or skills you have that match the position qualifications and/or responsibilities.

For example: I have held the position of Social Media Manager for my church for the past two years. I am responsible for management of our Snapchat and Instagram accounts including posting of upcoming events, follow-up postings after the event including posting photos and writing creative content.

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- Write a short and concise e-mail. Remember, this is an introductory e-mail about your interest in the role and your wish to obtain an interview. You want to provide enough information about your abilities for the role to garner an interview (virtual or in-person) but leave room for conversation during the interview where you can elaborate on your experience and skillset.

For example: I have held the position of Social Media Manager for my church for the past two years. I am responsible for management of our Snapchat and Instagram accounts including posting of upcoming events, follow-up postings after the event including photos and writing creative content.

As a marketing major in my third year at Curry, I have had the opportunity to intern as a Marketing Assistant at Company X and was part of the team that rolled out the marketing campaign for a new software product to assist in event planning.

I have strong organizational skills and attention to detail. I have never missed a deadline and I am usually early in completing my assigned projects.

- Close with a compelling call to action.

For example: I am confident my experience will be an asset for Three Tiers of Community Service, Inc., and this role.

I would like to schedule a time to speak with you about my fit for the role of part-time Social Media Assistant available at your agency. I can be reached by telephone or text at (617) xxx-xxxx or by e-mail at xxxxx@curry.edu. I look forward to hearing from you.

- Be sure to close and sign your e-mail with your full legal name. If you typically prefer a nickname, you can address that in your interview at the beginning of the interview by saying “ My name is Sarah but please call me Sally”.

*For example: Sincerely,
Sarah R. Jones*