**Response to a job opening via email**

*Dear Mr.….,*

*In response to the job opening posted by your company on 15/05/2012 with job code 12345 i wish to submit my CV and Cover Letter for your consideration. After going through the details of the qualification demanded i was confident that i am a suitable candidate for this job.  Please review my CV attached with this email at your convenience. For any further communication you may please call me at 0030-123456*

*Sincerely,*

*Your name*

*Dear Mrs. Adams*

*In response to your ad on ABC newspaper on 19/08/2012, I've attached my cover letter, CV and several samples of my work. I look forward to discussing the opportunity to join your team.*

*Sincerely,*

*Your Name*