

SAMPLE EMAIL TO SEND TO YOUR EMPLOYER IF YOU ALREADY SECURED A JOB TO FIND OUT THE STATUS

Dear Name,

I am very excited to be starting my (job title) role with (organization name) this summer. I want to be able to hit the ground running, and I know in these unprecedented times that there may be changes to the start of my position, such as working virtually. Are there any technologies I should be learning? We are using Zoom here at Notre Dame for classes and meetings/appointments, but if there is another remote conferencing platform that (organization name) uses, I would like to start becoming familiar with it now.

No doubt, some of your workforce has moved to virtual/remote operations at this time. If this continues into the summer, I am quite willing to do whatever I can in a virtual capacity to contribute to (organization name's) success. Also, if there are any specific books or resources I should read or become familiar with, please let me know. I am of course following the (industry name) regarding any impacts due to the coronavirus.

If I can be of any help during this time, please don't hesitate to contact me. I look forward to hearing from you regarding next steps.

Thank you for your time!

Sincerely,

SAMPLE EMAIL TO SEND TO RECRUITERS WITH WHOM YOU'VE BEEN TALKING WITH ABOUT A POSITION

Dear Name,

It has been a whirlwind of changes since we last corresponded/spoke/met. I hope you and your family are doing well and staying safe.

I wanted to reach out to you with regards to my application for a (job title) with (company name). I have been closely following the public announcements put forth by (company name), and it has been reassuring to hear how they have put employees and the larger community at the forefront. I was wondering if you had any further insight into (company name's) hiring plans? Additionally, if you have recommendations on something I could do to express my deep and continued interest in (company name), I am happy to do that.

I want to thank you for your assistance and support in these uncertain times.

Sincerely