



## ***E-mailing Your Resume and Cover Letter***

### **Attach your resume to the e-mail**

When sending your resume as an attached file, remember that Microsoft Word, running on Windows, is the “industry standard” in word processing software. Your cover letter goes in the body (text or message section) of the e-mail. Your resume can be attached, but **please note** – it is becoming increasingly common for recruiters to **refuse to open attachments** because of worms and viruses. So you should also create a resume that can be sent in the body of the e-mail. **Note:** When applying for a position and submitting a resume via email, indicate the job title in the Subject section. For example: “Application for Sales Representative Position”

### **Send your resume in the body of your e-mail**

To make sure that your resume will be read, you should also copy and paste it into the body of your e-mail. This gives the recipient the option of reading or scanning the message-section version and/or the attached version. But first, you will need to make modifications to your existing resume. Warning – the resultant resume may not look good to you as a hard copy, but it is necessary for this format.

- Start your message with a cover letter separated from the resume by a line at the end of the letter.
- Left justify everything (including your name and address information on the top), and use a 10 point font.
- Double space between paragraphs/sections.
- Avoid the use of the Space (except between words and after asterisks or dashes) or Tab function to avoid crooked margins.
- Remove all italics, columns, tables, and underlines. Don't use colored fonts.
- Your bolded words will probably not appear as bold in the e-mail, so type bolded words in ALL CAPS. Use capitalized words in moderation – primarily for the categories (OBJECTIVE, EDUCATION, etc.)
- When e-mailed, bulleted sentences usually appear with large indentations after the bullets, and the bullet size is reduced. You can improve the appearance by replacing the bullets with asterisks (\*) or dashes (-). Sentences that are two or more lines long will not wrap-around as they do when bulleted in Word. There is nothing you can do to correct this. You might, however, consider shortening long sentences or breaking them into two or more separate single-line sentences. For example:

\* Solicited and sold financial and insurance products to leads and verified accuracy of customer data”  
**can be changed to:**

- \* Solicited and sold financial and insurance products to leads
- \* Verified accuracy of customer data

- Because they may be scanned for “key words,” you may want to include a **Key Word Summary** that reflect your experience and skills and are relevant to the position to which you are applying. For example:

\* Customer Service, Sales Experience, Inventory Management, Supervision, Sales Presentations, Multi-Tasking, Loss Prevention, Computer Troubleshooting

### **E-Mail Test Copies**

Before e-mailing your resume to employers, send it to at least three friends, or yourself at different e-mail accounts (e.g., hotmail, yahoo, msn). Print the resumes and take a look at them. Do this until you're comfortable with the process and your readers consistently get a professional-looking document. When you e-mail your cover letters and resumes as both an attachment and pasted into the e-mail message itself, you can be certain that one way or another, your information will be read.