

Tips for Emailing your Resume Online

You only have 15 or 20 seconds to get someone's attention using email.

In that time you must convince the recipient to:

- Open your email
- Read your message
- Not delete your email

SEEKING EMPLOYMENT is not an acceptable subject line. Use the job title or job code cited in the advertisement to make it easy for your e-mail to be recognized and routed to the appropriate person. State your objective in the Subject line (*Retail Sales Clerk -- resume attached*).

1. **Include a cover letter in the body of your email and address it to the recipient.** "Here's my resume, please tell me if you have any jobs I might fill" is NOT a cover letter and does not encourage anyone to look at your resume. The cover letter will introduce you, specify how you meet the needs of the employer, and will encourage the recipient to read your full resume.
2. **Send your resume as an attached PDF file.** Be aware many companies have different software installed on their computers. By attaching the document as a PDF file you are sure to avoid formatting and compatibility issues, ensuring your document can be opened and read.
3. **Read the application instructions and follow them.** Failing to follow application instructions not only delays your application process – it labels you as someone who doesn't take direction well. The employer may specify an email address and job code to use. They might even ask you to send your resume as a Word attachment. Whatever they ask you to do, you need to do.
4. **Always include an APPROPRIATE email address when conducting job search.** Make sure you use an email that is professional, not one such as death2horde@gmail.com.