
E-Mail Resumes & Example

An employer may ask you to e-mail a resume to the company. When you send your resume by e-mail, you have two choices: 1) Attach your resume as a PDF or Microsoft Word document, or 2) Include your resume inside the e-mail. You may ask the employer which is preferred. If the employer prefers the resume inside the e-mail, you need to **format your resume** so that it is clear and easy to read:

- a) Open your Microsoft Word resume document and change font to **Courier, Arial, or Helvetica** (size 12).
 - b) Do not use bullets. c) Use all capitals for HEADINGS and use capital with lower case for Paragraphs.
 - d) Add one blank line between sections to make resume easy to read. e) Do not use "&" or symbols.
 - f) Copy and paste your resume into an empty e-mail. g) **Correct** all errors and **save** the e-mail.
- See the next page for SAMPLE E-MAIL COVER LETTER & RESUME.

E-mail Subject Line: Type your name and job opening. Example: Jill Smith - Medical Assistant

E-mail Message: Use the **cover letter format** for the e-mail message and **include** the following:

- a) Salutation such as "Dear Hiring Manager," or "Dear Mr. Jones" (if you know the person's name).
- b) FIRST paragraph saying why you are writing. c) MIDDLE paragraph saying why you are qualified for the job opening. d) LAST paragraph asking for an interview.

E-mail Test: Always test by sending your resume e-mail to a friend or yourself.

Ask the questions: Is the subject line clear? Is the cover letter easy to read?

Is your resume correctly attached as a PDF?

If your resume is inside the e-mail: Is the resume clear and easy to read?

If any answer is NO: 1) Correct the errors. 2) Resend your resume to a friend or yourself to read again. 3) Continue to correct errors and resend e-mail to a friend or yourself until your resume e-mail is PERFECT.

Do not an e-mail a resume to an employer without this e-mail test!



QUICK CHECK:

1. List 2 choices when resume is sent by e-mail.
2. If an employer prefers the resume inside the e-mail, what do you need to do?
3. a) List 3 fonts to use for a clear e-mail. b) Should you use bullets? c) What do you use for heading? d) How do you your resume easy to read? d) What do you not use? e) What do you do after copy and paste resume into an empty e-mail?
4. Give example of a e-mail subject line.
5. a) What format do you use for the e-mail message? b) List 4 things to include.
6. a) How do you do the e-mail test? b) List 2 questions to ask.
7. What 3 things do you need to do if the answer is NO?
8. Do not e-mail a resume to an employer without what?
9. If you were an employer, would you prefer job seekers give you a cover letter and resume on paper or in an e-mail? b) Give a reason for your answer.
10. Write an e-mail to Mr. Lopez of the Home Store asking for a job interview as a sales associate. Send your cover letter and your resume inside the e-mail. Use the proper subject line (your name and job title). Test the e-mail. Then, send the e-mail to your teacher. See page two of this lesson for an example.

Example: Cover Letter & E-mail Resume **Courier, Arial, or Helvetica Size 12 Font**

Subject: Alice Smith - Sales Associate

Dear Hiring Manager:

I read the internet job posting for a sales associate at Hollisters. I am interested in applying for the job. My resume is included at the bottom of this e-mail.

I am a senior at Careerville High School and have completed electives in Spanish and Peer Counseling. I have volunteer work experience with the Midtown Little League helping customers at the snack bar. I am trained in customer service skills. I enjoy working with all types of people and would enjoy working at Hollisters, a leader in the fashion industry.

My resume provides information on my education, skills, and experience.
I look forward to hearing from you to schedule an interview for the sales associate job opening.

Sincerely,
Melissa Jones

Resume

Mellisa Jones
3456 Walnut Drive
Careerville, NY 99000
Cell Phone: 555.522.0022
mjones@gmail.com

EDUCATION

Careerville High School. Spanish III, Drafting, Computers
Peer Counselor for 2 years
Trained in conflict resolution, anger management, and counseling
Certificate for Medical Assistant, 2018. Trained at Shady Grove Hospital

WORK EXPERIENCE

Volunteer Snack Bar Supervisor for Midtown Little League
Served customers and supervised snack bar attendants
Supervisor: William Smith

SKILLS AND ACTIVITIES

First Aid Certificate, June 2018
Certificate and skills in Microsoft Word, Excel, and PowerPoint
Bilingual in English and Spanish
Communicate well and enjoy working with people

PERSONAL REFERENCES AVAILABLE UPON REQUEST