



Emailing Your Resume

Everyone is emailing resumes these days—but are they doing it correctly? Here are a few rules to follow when you are emailing your resume.

Send your resume in the format requested in the job posting. Usually this will be Word or .txt format (not .pdf unless specifically requested).

Make sure you are using the correct email address. If you make any mistake in the recipient's address, the email will not arrive—and you may not be notified.

Do not send unsolicited emails to random addresses (for example, CEO@company.com). Most companies have software that will bar you from reaching that address and most employees are well aware of the dangers of opening unsolicited email.

Check the job posting for information on what to put in the subject line of the email. If the job posting does not give directions about the subject line, include the position ID or name (for example, "Resume for Junior Accountant Position").

Write a professional cover email and include the same content as you would in a cover letter. The rule here is that a cover email might not be read but a blank email or one filled with emoticons is not professional.

Make sure your contact information is included in your email just as it appears on your resume. Send your email from a professional email address (for example, jjones@yahoo.com), not the one you use for friends and family (for example, dudeandbabe@yahoo.com).

Do not send multiple, daily follow-up emails. The rule here favors the employer over the job applicant. You can contact the company after a week or so to make sure they received your resume—but if the job posting stated you should wait to hear from them, then you should simply wait and assume that you didn't get the job if you don't hear.

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