

# E-MAIL RESUME TIPS

Many job openings require that candidates send a resume via e-mail. Here are some tips for sending resumes in this format:

- Follow the directions for applying to each position! Requirements and instructions will differ, based on the individual company's needs.
- Have a text (ASCII) resume, which will be compatible with all systems.
  - To create a text resume:
    1. Open your formatted resume and change the right margin to 2.0 inches (this reduces the number of characters that appear on each line, which is optimal for pasting into an e-mail message).
    2. Select all the text and change the font to Courier 10 point. Choose **Save as**.
    3. Rename the document (example: janedoeresume.txt). If using MS Word, choose **Text only with line breaks** from the **Save file as type** list (for e-mailing), or choose **Text only** (if to be pasted into online forms, such as company websites).
    4. Close the document and reopen it in a text editor (such as Notepad or SimpleText) to be sure that all the ASCII characters converted correctly.
    5. In order to make this resume more visually appealing:
      - left-justify all text
      - eliminate tabs
      - replace any characters that did not convert correctly
      - insert asterisks or plus signs instead of bullets
      - put the section titles in capital letters
      - use hyphens as lines to separate sections
      - insert space where necessary
    6. Save your work.
- Before pasting a text resume into an e-mail message, set the e-mail program to automatically wrap text. Also, if you have an option to set the number of characters per line, set this option to 60 characters per line. Then e-mail the text resume to yourself to test how it displays before sending it out to an employer.
- When e-mailing a resume to an employer, always paste the text resume into the body of your e-mail message, preceded by a brief cover letter. Also, write a simple subject line for your message that includes your name. (For example, Resume – Jane Doe). This will help ensure that the resume is received.
- If attachments are allowed, attach the resume in PDF file format, which requires Adobe Acrobat. PDF files preserve the integrity of the original format of your document and provide an attractive, printable version of your resume.
- In your e-mail cover letter, indicate the type of resume you are sending. For example, *“For your convenience, I am providing two file types of my resume: a formatted PDF resume (use Adobe Reader to view/print) and an ASCII plain-text version pasted below.”*
- When posting a resume to an online resume builder, use your “text only” version, and cut and paste from it to fill the online form.