

E-mail Resume Tips



E-mail makes it possible for you to respond instantly to an opportunity, but if not done correctly, your resume may be overlooked or deleted before it is read.

Whenever possible, copy a **plain text (ASCII)** resume into the body of your email message, rather than sending your resume as an attachment. Why?

- Attachments may contain viruses, particularly if they are in Microsoft Word.
- Firewalls may stop email attachments from entering a company network.
- Recruiters may not take the time to open the attachment.

CREATE AN ASCII / PLAIN TEXT RESUME AND COVER LETTER

A text (or ASCII) resume will be stripped of formatting features such as bold and italics, so it may not appear very attractive to you. However, it will be universally compatible with all systems. To convert your resume from MS Word to plain text:

- Open your resume document, go to Edit > Select All and change the font to Courier 12 point; go to File > Page Setup and change the left and right margins to 1.5 inches
- Go to File > Save As > under "Save as Type," select "Text Only with Line Breaks."
- Select "yes" at the prompt that warns about features being compatible.
- Name and save this file, then reopen the file, which should now have a text (.txt) extension
- Review and clean up your document:
 - Insert space where necessary
 - Change bullets to asterisks or dashes
 - Change or remove symbols that didn't convert properly
 - Left-justify all text
 - Take out tabs and centering
- *Save your work!*

TEST THE FILE

Open your text resume, copy and paste it into your email message box and send it to yourself and a few friends to ensure that the text transfers properly.

CREATE THE EMAIL MESSAGE

Follow the employers' directions for applying to each position! Requirements and instructions will differ, based on the individual company's needs. If no specific instructions are given:

- Open your email program and set the message format to plain text, not HTML.
- Make the message Subject memorable! "My resume" isn't going to grab the attention of busy person. Make the subject line relevant, and include your name, e.g. "Resume of Jane Smith – Copy Editor position."
- Now create a "cover letter" message just as you would in print, except leave off your mailing address, the date, and the recipient's mailing address. The message will begin with the salutation, e.g.: "Dear Mr. Jones:"
- Type your "signature" at the bottom of your "cover letter". *Avoid clever quotations/sayings in your email signature.*
- After your signature, add a couple of blank lines and the text notation.

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=====Resume Text Below=====

- Add a couple more blank lines, then paste the text from your ASCII resume into the body of the email message.
 - Unless the employer has requested no attachments, attach your Word resume. This will accommodate employers who prefer a traditional resume. It doesn't hurt to send your resume in both formats!

Tip: When posting a resume to an online resume builder, use your ASCII resume, and cut and paste it to fill the online form.