



# E-mailing / Uploading your Résumé

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Most organizations will require applicants to email or upload their résumé and cover letter to cut down on recruiting time.

If you're asked to send your résumé via email, you may be advised on what format to use, what to include in the email subject line, and the deadline by which the employer needs to receive it. Always follow the employer's instructions and keep these tips in mind on what to write in an email when sending a résumé.

- Convert your résumé to the standard PDF format. This ensures that your résumé will look the same to everyone who opens it, and avoids any edits to your résumé by someone else.
- Once converted to a PDF format, OPEN the file to confirm that it's the résumé is properly formatted.
- Label your résumé so you don't accidentally send a draft version or forward it to the wrong industry/company.
- If emailing your résumé and cover letter, attach both files to the e-mail and write a clear description in the subject line (e.g., "Education Administrator Position – J. Dingle Résumé and Cover Letter")
- In the body of the email, write a brief note specifically stating why you are writing and what is attached:

*Dear Mr. Burrell,*

*I am writing to apply for the Education Manager position recently posted on Symplicity. This May, I will graduate from Trident Technical College with an A.A. in Child and Youth Studies. I have attached my résumé and cover letter to this message to provide more details about my experience and qualifications. Please let me know if you have any questions and I hope to speak with you soon.*

*Sincerely,*

*Jennifer Dingle*

Résumé assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email [stuemploy@tridenttech.edu](mailto:stuemploy@tridenttech.edu)