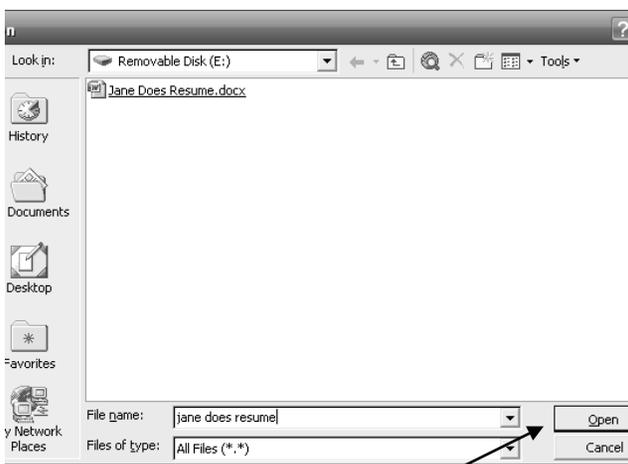


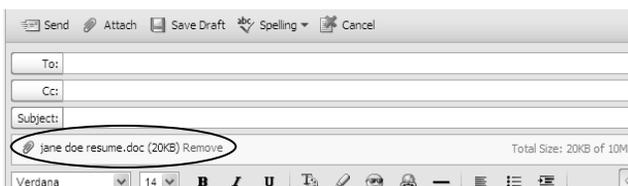
How to Send a Resume via Email...continued

Click on the name of the file you wish to attach to your email message. It will now appear highlighted in blue and the name will also appear in the “File name” field.



Click the “Open” button.

You should now see the name of the file you selected underneath the “Subject” line of the email message.



Your file is now attached to the email message!

Enter the recipient’s email address in the “To” line.
Enter an appropriate subject in the “Subject” line.
Type your cover letter into the body of the email.

Proofread your cover letter and click “Send.”

Tips for Sending a Resume via Email

Subject

Choose an appropriate subject for your email. Some job search experts suggest including the title of the position you are applying for in the subject line of your message.

Cover letter

Always type your cover letter into the body of the email message. Use plain text to ensure your message will display correctly on a potential employer’s computer. (In other words, do not use bullets, italics, underlining or different font sizes.)

Cover letters sent via email should be brief—usually no more than a few paragraphs. Be sure to spell check and proofread your cover letter before sending your email.

Signature

You should include your full name and contact information at the end of your email message.

Resume name

If you decide to send your resume as an email attachment, avoid sending a file named resume (as in *resume.doc*). Employers receive many attachments with only the word “resume” in the file name. Including your first and last name in the file name is one way to set your resume apart from the others.

Resume books in the library can be found using the call # 650.14.



NSLD/Loves Park
6340 N. Second St.
Loves Park, IL 61111
815-633-4247

NSLD/Roscoe
5562 Clayton Circle
Roscoe, IL 61073
815-623-6266

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ONLINE JOB APPLICATIONS AND SENDING RESUMES VIA EMAIL

Preparing an Online Application

Write down your job history before you start an application on a company’s website. Information you may need to provide includes:

- employment history
- educational background
- availability
- driver’s license number (if applicable)
- emergency contact information
- names, addresses, and phone numbers of three references

Register for a free email account

You will need a valid email address in order to apply for jobs online. See our handout: *How To Set Up a Free Yahoo Email Account*.

Application Registration

When applying for a job directly on a company’s website, you may be required to create a username and password. Remember to write this information down! Library staff will not be able to retrieve your login and password if you forget them.

Fill out all required fields

If you are not able to submit your application, or move on to another section (page) of the application, check to make sure that you filled out all required fields and verify that you filled out all fields according to the application instructions.

For example, some applications may require phone numbers to be entered without any spaces, slashes, or dashes. Each application’s instructions will indicate such requirements.

How to Save a Resume in Plain Text

Some employers will indicate in their job ads how they prefer to receive resumes via email (in the body of an email message or as an email attachment).

Some employers will not accept your resume as a file attachment and require a plain text (.txt) version of your resume. A .txt file does not include fancy formatting (special font types, italics, bullets, etc.) that may prevent your resume from displaying correctly on another person's computer.

A .txt version of your resume can be copied and pasted into online application forms and email messages.

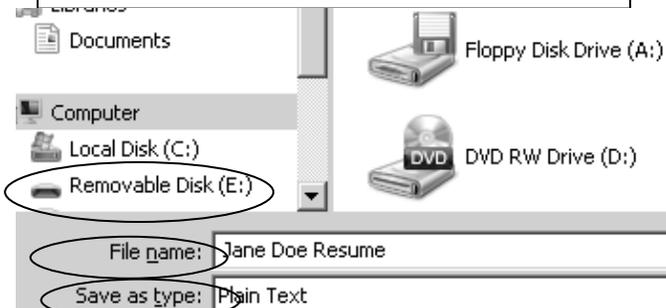
Instructions on saving your resume in a specific file format are below:

Common Electronic Resume Formats

Word document (.doc)
Rich Text Format (.rtf)
Plain Text (.txt)

How to choose a file format:

1. Click on the icon of the floppy disc (upper left corner of screen)
2. In the box that opens up, click on the drive where you will save your resume:
Removable Disk (flash drive) (E:)
3. In the **File name** area, type: Your Name Resume (ex: Jane Doe Resume)
4. In the **Save As type:** area, click on drop-down arrow to choose file type **Plain Text**
5. Click on **Save**



How to Send a Resume via Email Attachment

If you are using the library's computers, your resume must be saved on a USB flash drive.

Insert your USB flash drive into the computer you are using.

Open Internet Explorer and enter the web address (URL) of your email provider into the address bar.

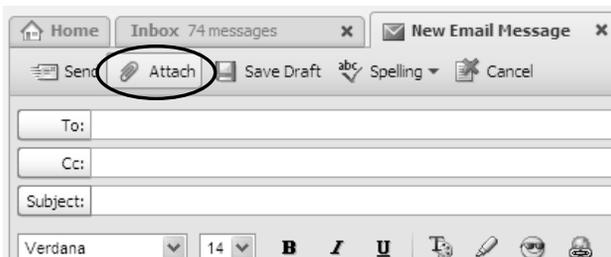
Hit the "Enter" key on the keyboard to go to that website.



Sign into your email account. Click on the link that will let you compose a new message.

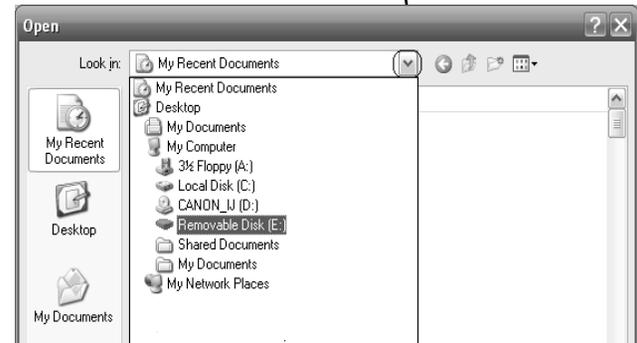
In Yahoo! Mail, for example, click on "New" to compose a new message. You can add file attachments at any time before sending the message.

Click on the Attach button. It is usually next to an icon of a paperclip. In some email programs, clicking on "Attach" may bring you to a screen with a "Browse" button. If that happens, click on "Browse."



How to Send a Resume via Email... continued

In the window that opens, select the location where your resume is saved. Click on the arrow next to the "Look in" field to see a drop down menu of options.



If your resume is saved on a USB flash drive, select the E: drive in the drop down menu.

If you are using a computer outside of the library, this drive may have a different name, such as D: or G:

Once you see the name of the drive you have selected in the "Look in" field, you should see your list of your file(s) in the space below.



If you don't see your files, click on the arrow next to the "Files of type" field and select "All Files." Also, check to make sure your flash drive is properly inserted into the computer.