



HOW TO EMAIL A RESUME

check the tips and templates

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Emailing Your Resume: Make the Right Impression

Sending your resume via email is a pivotal step in your job search journey. Whether you're responding to a specific job posting or taking the initiative to connect with a company you admire, the way you present your email can set you apart from other applicants.

Have you found a job listing requesting resumes through email? Or are you reaching out proactively to your dream employer? Either way, you're probably wondering: **What should I write in my email to ensure I make a lasting impression?**

When employers specify how your email should be structured, **always follow their instructions to the letter.** It's a clear indication that you pay attention to detail and can adhere to directions.

But what if there are no guidelines? Don't stress! In such cases, you can rely on proven email-writing strategies to make your application stand out. Let's explore the best practices for crafting a winning message that ensures your resume gets noticed!

Tips for Sending Your Resume via Email

To make sure your application leaves a lasting impression, follow these key steps when sending your resume:

- 1. Find the Right Contact**
Research the hiring manager's name and email address. Addressing them personally makes your email more impactful and less likely to be overlooked.
- 2. Use a Professional Email Address**
Your email address should reflect your professionalism. Avoid casual or inappropriate usernames, as they can leave a poor impression.
- 3. Time Your Email Strategically**
Aim to send your email early on a Monday morning, ideally before 8 a.m., to increase the chances of it being seen promptly.
- 4. Attach Your Resume and Cover Letter**
Always send these as attachments, and save them in PDF format to preserve formatting.
- 5. Name Your Files Clearly**
Use clear, professional filenames like `FirstName_LastName_Resume.pdf` or `FirstName_LastName_Cover_Letter.pdf` to make your documents easy to locate.
- 6. Keep Your Email Brief and Professional**
Use concise language, stick to the point, and ensure your tone is professional. Templates can be helpful, but tailor them to suit the role and company.
- 7. Proofread and Test Your Email**
Before hitting "send," ask a friend or colleague to review your email for typos or grammatical errors. Also, send yourself a test email to double-check formatting and ensure attachments download correctly.

Sample Email to Send Resume to Recruiter

Subject: Application for the Position of [Job Title]

Dear [Recruiter's Name],

I am [Your Name], and I am interested in applying for the position of [Job Title]. Please find my résumé attached to this email.

After reviewing the job description, I believe my skills and qualifications align well with the requirements of the role. I have also included details about my current employment and previous experience.

Could you please provide information on the next steps in the application process?

You can reach me at [Your Email Address] or [Your Phone Number]. I look forward to hearing from you.

Best regards,
[Your Name]

Another Sample Email for Sending Resume

Subject: Application for [Job Title]

Dear [Recipient's Name],

I am [Your Name], and I'm submitting my application for the position of [Job Title]. A copy of my résumé is attached for your review.

I bring [X years] of industry experience, coupled with transferable skills that align closely with this role. After reading the job description, I am confident that my qualifications match the position's requirements.

I am particularly excited about this opportunity at [Company Name] because it represents a chance to work in a fantastic environment and contribute meaningfully.

Please feel free to contact me if you have any questions. I can be reached at [Your Phone Number] or [Your Email Address]. I would also appreciate confirmation that you've received my application and details about the next steps in the process.

Best regards,
[Your Name]

Sample Email Cover Letter with Attached Resume

Subject: Application for [Job Title]

Dear [Recruiter's Name],

I am excited to apply for the position of [Job Title] at [Company Name].

Attached to this email are my résumé and cover letter, as requested in the job description. In my cover letter, I have detailed my motivation for applying, my relevant experience, and my salary expectations.

Please don't hesitate to reach out if you have any questions. I can be contacted anytime at [Your Phone Number] or [Your Email Address].

Thank you for considering my application.

Best regards,
[Your Name]

Thank You for Considering My Resume Email Template

Subject: Thank You for Reviewing My Application

Dear [Recruiter's Name],

Thank you for reviewing my application for the position of [Job Title] at [Company Name].

While I am disappointed not to have been selected for the interview, I greatly value the opportunity to connect with your company. If possible, I'd love to stay in touch and learn about any future opportunities where my skills may be a good fit.

You can reach me via email at [Your Email Address].

Please feel free to keep my résumé on file and contact me if any relevant positions arise.

Thank you once again for your time and consideration.

Best regards,
[Your Name]

Best Email Template for Sending a Resume

Subject: Application for [Job Title]

Dear [Recruiter's Name],

I have attached my résumé for your review regarding the position of [Job Title].

In my résumé, I have included detailed information about my professional experience, educational background, and key skills. After thoroughly reviewing the job description, I am confident that I meet the role's requirements.

I have also researched your company and am impressed by [specific detail about the company]. I would be honored to contribute to its future success.

Please confirm if you've received my application. Feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Looking forward to hearing from you.

Best regards,
[Your Name]

Thank You Email After Job Offer

Subject: Thank You for the Opportunity

Dear [Recruiter's Name],

Thank you for offering me the opportunity to join [Company Name] as a [Job Title]. I truly appreciate your time and consideration.

I am delighted to accept the position and look forward to contributing to the success of the team. As we proceed, I would like to clarify a few details about the role.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss the next steps.

Thank you once again for this incredible opportunity. I am excited to start working with the [Company Name] team soon!

Best regards,
[Your Name]



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