

Email guidelines: How to send your resume to hiring Manager & Submission your resume via mail

FORMATION GUIDELINES OF EMAIL:

When sending your resume to hiring managers, it's crucial to ensure your email is formatted correctly. A poorly formatted email can reduce your chances of being considered, and in some cases, your resume may be rejected. Follow these guidelines:

1. **Subject Line:** Use a clear and specific subject line, such as "Resume Submission - [Your Name] - [Position Title]."
2. **Email Body:** Include a professional cover letter in the body of your email or as an attachment. Your cover letter should briefly introduce yourself, explain your interest in the position, and highlight key qualifications or experiences relevant to the role.
3. **Resume File Name:** Save your resume with a clear and professional file name. Use a format such as "Your Name_Resume.pdf." Avoid generic names like "resume.pdf" or names with random numbers or characters.
4. **File Format:** Ensure your resume is in PDF format. This preserves the layout and formatting, making it easy for hiring managers to review. Do not use formats like PNG, JPG, or others that may not be accepted or may alter the appearance of your resume.

By adhering to these guidelines, you present yourself as organized and professional, increasing your chances of making a positive impression on hiring managers.

EMAIL Template for Linkedin Jobs:

Subject: Application for [Job Title] Position

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company Name] that I discovered through linkedin.

With [number] years of experience in [mention relevant industry or field], I am confident in my ability to contribute effectively to your team and believe my skills in [mention relevant skills or experiences] align well with the requirements of the role.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss how my background, skills, and passion for [mention industry or field] make me a strong candidate for this position.

I look forward to hearing from you soon.

Best regards,

[Your Full Name]

[Your Contact Information]

[LinkedIn Profile]



EMAIL Template can use for Email resume submission to HRs Email ids:

Dear Hiring Manager,

I hope this message finds you well.

I am writing to express my interest in the [Position] role. As a recent graduate with a degree in [Your Field of Study], I am eager to begin my career and am excited about the opportunity to contribute to a reputable organization.

Although I am just starting out in the field, I have developed a strong set of skills through my academic work and internships. I am a quick learner with a strong work ethic, and I am confident that I would bring value to your team.

Attached are my resume and cover letter for your review. I would appreciate the opportunity to discuss my qualifications further and learn more about the [Position] role.

Thank you for your time and consideration. I look forward to the possibility of working together.

Sincerely,

[Your Name]

Example 1: for LinkedIn Job Email :

Subject: Application for Marketing Intern Position

Dear Hiring Manager/Hr/ Sir/Ma'am,

I hope this message finds you well. I am writing to express my interest in the Marketing Intern position at Creative Solutions that I discovered through LinkedIn.

As a current marketing student at XYZ University, I have gained foundational knowledge in digital marketing, content creation, and social media management.

I am eager to apply these skills in a practical setting and believe my enthusiasm and quick learning ability would allow me to contribute positively to your team.

Thank you for considering my application. I have attached my resume for your review. I would welcome the opportunity to discuss how my academic background and passion for marketing make me a strong candidate for this internship.

I look forward to hearing from you soon.

Best regards,

Emily Davis

(555) 123-4567

Linkeding profile link



Example 2: Resume sending to Hiring Manager:

Subject: Application for Artificial Intelligence Intern Position

Dear Hiring Manager,

I hope this message finds you well.

I am writing to express my interest in the Artificial Intelligence Intern position. As a recent graduate with a B.Tech degree in Computer Science Engineering (CSE), I am eager to apply my knowledge and skills in AI and contribute to a forward-thinking organization.

During my academic career, I have developed a strong foundation in artificial intelligence, machine learning, and data analysis through coursework and hands-on projects. Although I am just starting out in the field, I am a quick learner with a passion for AI, and I am confident that I would bring value to your team.

Attached you will find my resume and cover letter for your review. The files are named as follows:

I would appreciate the opportunity to discuss my qualifications further and learn more about the Artificial Intelligence Intern role.

Thank you for your time and consideration. I look forward to the possibility of contributing to your team.

Sincerely,

John Doe

You can use this type of content for your email when applying for any position.

Do's & Don'ts at the time of sending your resume to hiring team/ Manager:

When sending a resume email to a recruiter, whether you're a fresher or an experienced professional, it's important to follow certain dos and don'ts to make a positive impression. Here's a list to guide you:

Do's:

1. **Personalize your email:** Address the recruiter by name if possible. Avoid generic greetings like "To Whom It May Concern."
2. **Customize your subject line:** Make it clear and relevant. For example, "Application for [Job Title] - [Your Name]."
3. **Keep it concise:** Your email should be brief and to the point. Focus on highlighting your qualifications and expressing your interest in the position.
4. **Attach your resume:** Make sure your resume is attached in a common format such as PDF or Word, and the file name is professional (e.g., FirstName_LastName_Resume.pdf).
5. **Highlight relevant skills and experience:** Tailor your resume and email content to match the job description and emphasize how your skills and experience align with the role.
6. **Include a professional signature:** Sign off with your full name, contact information, and any relevant links, such as your LinkedIn profile.
7. **Follow up politely:** If you haven't received a response after a reasonable amount of time, follow up with a polite email expressing your continued interest in the position.

Don'ts:

1. **Don't use a generic template:** Avoid sending out the same generic email to multiple recruiters. Tailor each email to the specific role and company.
2. **Don't include unnecessary information:** Keep your email focused on your qualifications and interest in the position. Avoid including irrelevant personal details or anecdotes.
3. **Don't forget to proofread:** Check your email for any spelling or grammar errors before sending. Attention to detail is crucial.
4. **Don't use unprofessional language or tone:** Maintain a professional and polite tone throughout your email. Avoid slang, abbreviations, or emoticons.
5. **Don't send your email during off-hours:** Send your email during regular business hours to increase the likelihood of it being seen promptly.
6. **Don't forget to follow the application instructions:** If the job posting specifies certain requirements for applying, make sure you follow them exactly. This may include including specific information in the subject line or body of the email.
7. **Don't be too persistent:** While it's important to follow up, avoid sending multiple follow-up emails within a short period. Give the recruiter time to respond before reaching out again.

By following these dos and don'ts, you can increase your chances of making a positive impression on recruiters when sending your resume via email, whether you're a fresher or an experienced professional.



Hope you have read the guidelines and ensure yourself that you can send your updated/Current resume with the relevant skills or cover letter to hiring managers.

Now take steps to your career, here below find the email id & details of the actively hiring managers, we suggest you kindly send your resume/Cvs to these Email id for higher chances of getting a response and make sure you will send the right format mail to these mail ids.

So you have questions how to send your resume via mail to these emails ids at once, so here is simple tip, which email provider address you are using, you can compose the mail and paste the email ids in 'BCC' option; BCC allows you to send the same email to many recipients without them knowing it's a mass email. In this list our team attached 1000+ Email ids of hiring companies.

[Our Hiring Manager Email ids](#) 👉 **Click on this for Email IDs**

[Activate till: 10th October, 2024] after no one will receive the resume in the mail.

All the best! For any query you can freely reach out!



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