

How to Email a Resume



Master the art of professional resume submission with these essential email templates and best practices for job applications.

Check the Templates

Before sending your resume, it's crucial to review and select the appropriate email template for your situation. Different scenarios require different approaches, whether you're reaching out to a recruiter, responding to a job posting, or following up after an interview.

The following templates provide proven frameworks for various job application scenarios. Each template is designed to be professional, concise, and effective in communicating your interest and qualifications.

Sample Email to Send Resume to Recruiter

Dear (Recipient's name),

My name is (name), and I'm submitting an application for the job of (job name). A copy of my résumé is attached to this email.

I have (X) years of industry experience and a lot of transferrable knowledge. I've read the job description, and I think I'm qualified to perform the job well.

I'm eager to apply for the position of (job name) because it's a fantastic opportunity in a fantastic company.

Please don't hesitate to get in touch with me if you have any questions (insert contact details). Would you kindly confirm that you received my email and inform me of the procedure's next steps?

Best regards,

Your name

Sample Email Cover Letter with Attached Resume

Dear (Recruiter name),

I'm making an application for the job of (job title) at (company).

Please find my CV and cover letter attached as stated in the job description. I describe my motivation for applying for the job, my prior experience, and my pay goals in my cover letter.

You can reach me at any time at (insert phone number) or by email if you have any questions (insert address).

Regards

Attach Both Documents

Always include both your resume and cover letter as separate attachments when requested in the job description.

Reference the Job Description

Mention that you've followed the application instructions outlined in the posting to show attention to detail.

Provide Multiple Contact Methods

Include both phone and email to make it easy for recruiters to reach you through their preferred channel.

Thank You for Considering My Resume Email Template

Dear (Recruiter name),

Thank you for taking a look at my application for the post of (position name) at (company name).

Even though I was unhappy that I wasn't selected for the interview, I can see why. If it's feasible, I'd like to continue in touch with you, so please send me information on any upcoming opportunities you think I could be a good fit for.

I prefer to be reached by email at (insert details).

Please feel free to keep my resume on file and don't be afraid to get in touch with me if you have any inquiries.

This template demonstrates professionalism and grace even when you haven't been selected. It keeps the door open for future opportunities and maintains a positive relationship with the recruiter.

Best Email Template for Sending a Resume by Email

Dear (Recruiter name),

I have attached my resume for the position of (insert details).

In my CV, I've listed information about my past employment, educational background, and character traits. After looking over the job description, I am confident that I meet all the necessary requirements.

I've conducted considerable research on your company, found your path fascinating, and look forward to what the future holds. It would be an honour for me to help with that.

Please let me know whether you received this email. Contact me if you have any questions (insert details).

I'm eager to learn what will happen next.

Key Elements of a Professional Resume Email

Clear Subject Line

Use a specific subject line that includes the job title and your name to help recruiters organize applications efficiently.

Professional Greeting

Address the recruiter by name whenever possible. Research to find the correct contact person rather than using generic greetings.

Concise Body

Keep your email brief and focused. Highlight your key qualifications without repeating everything from your resume.

Call to Action

Request confirmation of receipt and ask about next steps to demonstrate your proactive approach and genuine interest.

Thank You Email Post Job Offer

After receiving a job offer, sending a thank you email is an essential step in maintaining professionalism and expressing your appreciation. This communication helps solidify your positive relationship with your future employer and demonstrates your enthusiasm for the position.

Express Gratitude

Thank the employer for the opportunity and express your excitement about joining the team. Be specific about what appeals to you about the role and company.

Confirm Details

Acknowledge the key terms of the offer, including position title, start date, and any other important details discussed during the offer conversation.

Common Mistakes to Avoid

1

Forgetting Attachments

Always double-check that your resume and cover letter are actually attached before hitting send. This is one of the most common and embarrassing mistakes.

2

Using Unprofessional Email Addresses

Create a professional email address using your name. Avoid nicknames, numbers, or anything that doesn't sound business-appropriate.

3

Sending Generic Messages

Customize each email for the specific position and company. Recruiters can easily spot mass-sent applications and they rarely make a good impression.

4

Neglecting to Proofread

Typos and grammatical errors in your email create a poor first impression. Always proofread carefully before sending your application.

Best Practices for Resume Email Success

Following these proven strategies will significantly increase your chances of getting noticed by recruiters and landing interviews.

01

Research the Company

Demonstrate genuine interest by mentioning specific aspects of the company that appeal to you and align with your career goals.

03

Time Your Email Strategically

Send your application during business hours, preferably early in the week, when recruiters are most likely to review new submissions.

02

Follow Instructions Precisely

If the job posting specifies particular requirements for the application, follow them exactly as stated to show attention to detail.

04

Follow Up Appropriately

If you haven't heard back within the timeframe mentioned in the job posting, send a polite follow-up email to reiterate your interest.

By using these templates and following best practices, you'll present yourself as a professional, qualified candidate who takes the application process seriously. Remember that your email is often the first impression you make on a potential employer, so invest the time to get it right.