* **Begin your email with a cover letter message** just like you would send a cover letter. Type your **name and contact information** at the bottom of your cover letter. Use spacing, or type **Resume Text** to indicate where your cover letter ends and your resume begins.
* **Add formatting to your plain text**. Plain text allows for very little formatting, but many email programs allow you to change fonts and add bold, bullets, or underlines. If so, take advantage of this to create appealing text in your email.
* **Protect your identity** by creating and using a **cyber-safe version** of your resume for responding blindly to online job advertisements or recruiting companies. To learn more about how to make documents cyber-safe, you can take a look at our extra on how to [**Create a Cyber-Safe Resume**](http://www.gcflearnfree.org/resumewriting/create-a-cybersafe-resume). Once you have made direct contact with an actual employer, you can send your regular resume version. Make sure to also **delete any automatic signatures** with personal contact information from your email message.
* **Make your email stand out** by including an interesting entry into the subject line. For example, **Captivating Teacher with five years of Language Arts experience** may get more attention than **My Resume**. However, be careful of using common spam words (e.g., free, investment), punctuation, or capitalization that may cause your message to be blocked by **spam filters**.
* **Test your email** by sending it to friends and family and having them forward the message back to you. Check the email to make sure it is legible and accurate.