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Email for sending a resume

Have you found a job posting asking to submit your resume via email or decided to approach your dream company directly? If so, you're probably wondering how to write an effective email to stand out when sending your resume. Sometimes employers specify exactly what they want in the email format, but if not, don't worry - following best practices can help. Before writing, ask yourself: Who is the person you're addressing? Find their contact details and use them to address the hiring manager by name. A personal touch can increase the chance of your resume being remembered. Keep your email professional, using a clear and concise subject line that includes the job title and ID (if applicable). For example, "Job application - Office Manager, Job ID #1553 - Ian Lumberjack". If someone recommends you for the job, mention it in the subject line. In the email body, start with a formal greeting, addressing the hiring manager by name. Clearly state who you are, why you're sending the email, and what it contains. Then, introduce your best achievements relevant to the job, and conclude by stating that you've attached your resume for their review. You should emphasize what skills you will bring to the company and how you can utilize them to accomplish this. In the closing paragraph, express enthusiasm for the possibility of meeting in person and hearing back from them. Include a compelling call-to-action without appearing too eager or pushy. Use either "Yours faithfully" (US English) or "Yours sincerely" (British English) as a closing phrase. A professional signature is essential, along with your contact information. Including a LinkedIn profile can be optional. Keep the email concise and focused on key points; avoid lengthy details that could detract from its impact. Attach your resume and cover letter in PDF format, naming them clearly for ease of access. Ensure your attachments do not exceed 10MB to prevent any issues. If you're about to send off your resume and cover letter via email, make sure you've crafted a great email along with them. A well-written email will show that you're serious about the job opportunity. It's also worth noting that these documents are often used in conjunction with one another so they should complement each other. You can find more information on writing the perfect resume and cover letter by checking out these articles. When emailing a resume, it's essential to include the following key elements: You want your reader to make their life easier by clearly stating the role you're interested in applying for. If you have a reference number for the vacancy, mention it too. Your elevator pitch should briefly explain who you are, what you do, and why you're perfect for the open role. Make sure to highlight relevant information like academic qualifications, industry experience, or specific skills mentioned in the job posting. A call to action is crucial to encourage the reader to open your resume, respond with questions, or schedule an interview. A simple line can show enthusiasm for the role and prompt the reader to take the next step. Sample emails can serve as inspiration to craft your own message. Remember, the job advert provides a cheat sheet for deciding what details to prioritize in your email. For example: **To Katie French** **From: Matthew Cole** **Subject: Sales resume** Hi Katie, I've long admired XYZ Inc. as a leading supplier of home tech solutions and have heard many positive reviews about your company as an employer. To that end, I am attaching my resume in the event that a sales vacancy may soon arise. As you can see, I have enjoyed a successful 10-year career in technology sales and am a committed user and advocate of your products. This year, I am on track to exceed my sales target by 46%. I would bring an extensive network of industry contacts and a proven ability to motivate sales teams to surpass expectations. If there are no suitable vacancies at the moment, please feel free to keep my resume on file for future reference. I look forward to hearing from you soon. **Matthew Cole** **Sales Manager, Acme Products** Or: **To: Katie French** **From: Matthew Cole** **Subject: Sales Executive vacancy (Ref: ABC123)** Katie, In response to your advertisement for a Sales Executive, I am attaching my resume. As you can see, I combine eight years of sales experience with a degree in Marketing and three awards for excellence in sales roles. The best way is to tailor your message to the specific job posting and highlight relevant information that matches the requirements. I am particularly drawn to this role because it will enable me to utilize my skills in technical sales, provide opportunities for international growth, and build trusted relationships with your clients that can lead to new revenue streams. I look forward to discussing how my expertise aligns with your needs further at an interview. --- Given the examples of email templates for various scenarios, it's clear that when emailing a resume to a recruiter or employer, one should be concise and direct in their message. For instance, when reaching out to a recruiter like Katie French, a person can express interest in specific roles and highlight relevant experience, as seen in Matthew Cole's email regarding the Finance Manager position. In situations where a referral is involved, as in Matthew Cole's email for the Events Manager vacancy, it's essential to acknowledge the referral source and emphasize how their recommendation has led to consideration for the role. When deciding whether to attach a cover letter with a resume, it's crucial to consider the specific application instructions. If not requested, there's no obligation to include one; however, it can provide an opportunity to elaborate on key points of interest and showcase skills in a more detailed manner. Your application is going great so far. After sending your resume via email, it's normal to wonder when you'll hear back. Don't worry if you don't get an immediate response - recruiters and hiring managers have a lot of resumes to sort through for each open position, and they need time to create shortlists and schedule interviews. However, some recruiters might not respond to unsuitable candidates, or your application might have been overlooked. If you haven't heard back after a week or two, it's okay to send a follow-up email. A good example of a follow-up email is: To: Hiring Manager, From: Your Name, Subject: Job Title Application (ref: job reference). Hi Hiring Manager, I wanted to confirm that you received my resume, which I sent last week in response to your job posting. I'm still very interested in the position and would be happy to answer any further questions you may have. Please contact me via email or phone at your convenience. Best regards, Your Name. Before hitting send on your initial email, make sure to double-check the recipient's email address, a personalized greeting, an appropriate subject line, a brief introduction, a call to action, and a professional sign-off. If you're unsure about your resume, consider getting expert feedback with a free review to identify areas for improvement. A resume is a document that showcases your background, skills, and achievements, typically used to apply for new jobs. It usually includes a summary of relevant work experience and education, and is often accompanied by a cover letter and application form. The purpose of a resume is to give potential employers an overview of your qualifications and screen applicants before inviting them for an interview. In different countries, resumes may be referred to as CVs, and the format and content can vary significantly. The evolution of the resume, a document that started as a simple description of a person's abilities and past employment in 1481-1482, has undergone significant changes over the centuries. Professionals with varying backgrounds may require more detailed resumes. For instance, artists often include a list of exhibitions in their resume. Resumes can be structured differently and typically include job experience in chronological order or focused on specific skills. The reverse chronological format is preferred as of 2024, listing positions from most recent to oldest. This type of resume emphasizes career growth and demonstrates credibility through experience gained. In contrast, the functional resume focuses on skills and work experience relevant to a specific position. However, it has largely been replaced by hybrid resumes which combine the benefits of both formats. Hybrid resumes often include a profile or summary highlighting relevant information, followed by reverse chronological experience and education. This format is beneficial for candidates with employment gaps or changing fields. Some employers also use blind resumes that remove personal identifying information to reduce bias in recruitment. Instead of focusing on irrelevant factors like ethnicity, gender, or academic background, recruitment methods prioritize candidates' skills. This approach promotes fairness and diversity by reducing biases in hiring decisions. Studies have shown that certain demographic characteristics can unfairly disadvantage applicants from diverse backgrounds. Blind résumés are considered a best practice among some organizations, but their effectiveness is still evolving. As the Internet becomes increasingly multimedia-driven, job seekers have adapted by creating website résumés or e-résumés. However, this trend has raised concerns about accessibility and potential overlook by recruiters. With nearly 85% of employers using Applicant Tracking Systems (ATS), it's crucial to tailor résumés to ATS standards to avoid being filtered out. According to the Harvard Business Review, 88% of employers believe qualified applicants are eliminated due to ATS filtering. To optimize résumé processing, recruiters recommend using specific fonts, avoiding graphics and tables, and incorporating relevant keywords from job descriptions. Resume optimization for applicant tracking systems (ATS) is crucial to increase visibility and ranking among job seekers. Each ATS has unique filters, and well-written resumes that follow these rules are more likely to be detected by and ranked higher than others. AI-powered tools can also help test résumés, but they must be thoroughly edited to avoid repetition of identical phrases and ensure consistency in sentence structure. Do Resume Fads Really Work? The debate surrounding the effectiveness of resume trends and AI screening continues. In a 2012 article, Forbes explored this topic. A 2024 Forbes piece by Dr. Diane Hamilton offered guidance on how to stand out after passing AI screening. Meanwhile, Indeed provided tips on writing an ATS-friendly resume in 2023. The Scientific World Journal published research on AI job-resume matching in 2022. Online resources like Kent University and CNN also offer advice on crafting effective resumes. Additionally, books by Scott A. Bennett and Susan Britton Whitcomb provide expert guidance on resume writing and cover letters.