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how to send a resume via email

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How to Send a Resume via Email: A Step by Step Guide

In today's fast moving job market, most hiring managers receive dozens of applications each day—many of them by email. Knowing exactly **how to send a resume via email**can set you apart from candidates who simply drop their CV into a generic attachment or, worse, send it in an unprofessional format. This guide walks you through every detail: from preparing your résumé to writing a compelling message, attaching the right file, and following up like a pro. By the end, you'll feel confident that your application lands in the right inbox, in the right format, and with the right tone.

Why Emailing a Resume Matters

While online application portals are common, many recruiters still prefer a direct email approach. Email gives you immediate control over:

- Presentation—you can preview how your résumé looks before it's opened.
- Personalization—a custom message shows genuine interest.
- Speed—you bypass portal queues and can reach the hiring manager instantly.
- Tracking—you can use read receipts or email analytics to confirm delivery.

Understanding these advantages helps you decide when an email is the right choice versus a portal submission.

Step 1: Prepare Your Resume for Email

1.1 Keep the File Size Small

Most email providers limit attachments to 25 MB. A standard résumé is usually well under 1 MB, but if you add graphics or a cover letter, compress it into a PDF to keep it lightweight.

1.2 Use a Professional File Name

Rename the file with a clear, professional format: **FirstName_LastName_Resume.pdf**. Avoid generic names like "resume.docx" or "CV.pdf."

1.3 Double Check Formatting

PDFs preserve layout, so convert your Word or Google Docs résumé to PDF before sending. Test the file on multiple devices to ensure it renders correctly.

1.4 Proofread for Accuracy

Typos or outdated contact information can cost you an interview. Use a spell checker and read the résumé aloud to catch errors. Ask a friend or mentor to review it as well.

Step 2: Choose the Right File Format

While PDF is the most widely accepted format, some recruiters explicitly request a Word document. If you're unsure, send a PDF first and offer to provide a Word version upon request.

When to Send a PDF

- When the résumé contains complex formatting or graphics.
- When the job posting lists “PDF only.”
- When you want to ensure the layout remains unchanged.

When to Send a DOCX

- When the employer requests a Word file for editing.
- When you know the hiring manager uses a system that prefers editable documents.
- When you need to insert your résumé into a template or form.

Step 3: Craft an Email Subject Line That Gets Opened

The subject line is the first impression your application makes. It should be concise, informative, and keyword rich. Examples:

- Application for Marketing Coordinator – Jane Doe
- Resume Attached: Project Manager Position – John Smith
- Seeking Data Analyst Role – Sarah Lee

Include the position title and your name so the recruiter can quickly identify the purpose of your email.

Step 4: Write the Email Body

4.1 Start with a Polite Greeting

Use the hiring manager’s name if known. If not, “Dear Hiring Manager” or “Hello [Company] Team” works.

4.2 Introduce Yourself and the Position

Explain why you’re writing and reference the job posting. Keep this paragraph to one or two sentences.

4.3 Highlight Your Fit

Briefly summarize why you’re a strong candidate. Mention one or two key achievements that align with the role.

4.4 Mention the Attachment

State that your résumé is attached and, if you’re including a cover letter, mention that as well.

4.5 Close with a Call to Action

Invite the recruiter to review your résumé and express enthusiasm for a potential interview.

4.6 Sign Off Professionally

Include your full name, phone number, LinkedIn URL, and any other relevant contact details.

Sample Email

Subject: Application for Senior UX Designer – Emily Carter

Dear Ms. Rodriguez,

I am excited to apply for the Senior UX Designer position listed on your careers page. With over five years of experience designing user centric interfaces for fintech platforms, I have led cross functional teams that increased user engagement by 30 /%.

My résumé is attached for your review. I would welcome the opportunity to discuss how my background aligns with

the goals of your design team.

Thank you for considering my application. I look forward to the possibility of contributing to your innovative projects.

Sincerely,
Emily Carter
(555) 123 4567
LinkedIn: linkedin.com/in/emilycarter

Step 5: Attach Your Resume (and Cover Letter)

Drag the PDF or DOCX file into the attachment area. Double check that the correct file is attached and that the name matches the one you used in the email body.

If you're sending multiple documents—such as a résumé, cover letter, and portfolio—compress them into a single ZIP file to keep the email tidy.

Step 6: Use Email Etiquette to Stand Out

6.1 Keep the Email Short and Focused

Recruiters often skim emails. Aim for 3–5 concise paragraphs and avoid long blocks of text.

6.2 Avoid Spam Like Language

Refrain from using all caps, excessive exclamation marks, or promotional phrases. Stick to a professional tone.

6.3 Proofread Before Sending

Check for spelling, grammar, and formatting errors. A clean email reflects your attention to detail.

6.4 Use a Professional Email Address

Don't use playful or unprofessional email handles. If your current address is informal, create a new one for job applications.

Step 7: Common Mistakes to Avoid

- Sending the wrong file: Always double check the attachment.
- Using a generic subject line: Personalize it with the job title and your name.
- Leaving out a cover letter when requested: If the posting asks for one, include it.
- Sending an unformatted résumé: Convert to PDF to preserve layout.
- Forgetting to add a signature: Include phone number and LinkedIn.

Step 8: Track Your Email (Optional)

Some email clients and third party tools offer read receipt or tracking features. Use them sparingly; over tracking can appear intrusive. If you're unsure whether the recruiter opened your email, a polite follow up after a week is usually sufficient.

Step 9: Follow Up Professionally

If you haven't heard back within 7–10 days, send a brief follow up email. Re state your interest, reference your initial email, and ask if they need any additional information.

Example:

Subject: Follow Up: Application for Senior UX Designer – Emily Carter

Dear Ms. Rodriguez,

I wanted to confirm receipt of my application for the Senior UX Designer position and express my continued enthusiasm for the role. Please let me know if there's any further information I can provide.

Thank you for your time and consideration.

Sincerely,
Emily Carter

When to Use an Application Portal Instead of Email

Some companies require you to apply through their online system. In those cases, email may not be an option. However, if the portal allows you to attach a résumé and you're asked to send an email to a recruiter, combine both methods: submit via portal and email a brief note to the hiring manager for a personal touch.

Frequently Asked Questions

Q: Can I attach a résumé as a Word document?

A: Yes, but PDF is preferred for consistent formatting. If the job posting requests Word, use DOCX.

Q: How many pages should my résumé be?

A: Keep it concise—ideally one page for early career roles and two pages for senior positions.

Q: Is it okay to send a résumé in a text file?

A: Avoid plain text. Use PDF or DOCX to preserve formatting and professionalism.

Q: Should I use a read receipt?

A: Use read receipts sparingly. If you prefer to confirm delivery, consider a polite follow up instead.

Conclusion

Mastering the art of emailing your résumé is a simple yet powerful way to make a strong first impression. By preparing a clean, professional file, crafting a concise and personalized message, and following proper email etiquette, you'll increase your chances of catching the hiring manager's eye. Remember to keep the process organized, double check every detail, and follow up thoughtfully. With these steps, you'll confidently send a résumé via email and move one step closer to landing your dream job.

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