

E-MAILING RESUMES





ITV Workshop



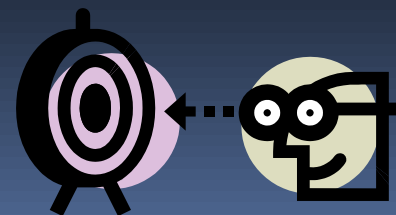
- You are not being recorded
- Please silence cell phones
- Microphones are very, very sensitive
- Handouts are available on-line
- Please ID yourself and location if you have a question (monitor screen is small)
- Let me know if you have technical difficulties



"Someone important is bound to see my resume now."

WORKSHOP OBJECTIVES

- Differences in Cover Letters for an E-mail
- Copying and Pasting Cover Letters and Resumes
- Converting Documents to Text Format
- Attaching Your Resume to an E-mail
- Some Tips for Job Searching



WRITING COVER LETTERS

- Standard Cover Letter
- E-mailed Cover Letter



Cover Letter Example

1234 Major Street
Waukesha, WI 53188
262-555-4444

January 5, 2006

Ms. Judy David
Store Manager
Michael's on the Mall
5678 Main Street
Pewaukee, WI 53072

Dear Ms. David:

The position you listed on Milwaukee Jobs.com at your store in Pewaukee for an experienced Retail Salesperson is one I am very interested in and very well qualified for.

For the past three years I have worked as a salesperson in retail stores in the area and have operated computerized cash registers and automated inventory control systems. I bring experience in stocking shelves, reconciling inventory levels, marking merchandise, balancing cash registers and handling customer comments and requests.

My store manager once told me that my desire to provide friendly service to help customers kept them coming back. During one month, my sales totals set a company record.

I have enclosed my resume for your review, and am very interested in the position you have available and look forward to meeting with you to further discuss my set of qualifications.

Sincerely,

Tammy Farrell

Enclosure

Heading

Opening
Reason for writing

Summary
of
qualifications


Additional
"sales"
material

Closing

E-mail Cover Letter Example

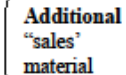
Dear Ms. Smith.

Opening
Reason for writing



I was interested to see your advertisement seeking a new account service executive as I have been seeking just such an opportunity and believe my skills and experience would be a good match for XYZ Advertising.

Additional
"sales"
material



Please find my resume attached for your review. Of particular relevance/interest is the five years I spent in a Melbourne advertising agency working in account service. I have a passion for client service and, as you will see from my resume, a good understanding of the sector I would be working in.

I look forward to having an opportunity to meet with you to further discuss how I can contribute to your team.

Short
Closing



Yours sincerely,
Candy Coding

From: www.femail.com.au/write_coverletter.htm

E-mail Cover Letter Example

Dear Ms. Smith,

Opening
Reason for writing

I was interested to see your advertisement seeking a new account service executive as I have been seeking just such an opportunity and believe my skills and experience would be a good match for XYZ Advertising.

Please find my resume attached and copied below for your review. Of particular relevance/interest is the five years I spent in a Melbourne advertising agency working in account service. I have a passion for client service and, as you will see from my resume, a good understanding of the sector I would be working in.

Additional
"sales"
material

I look forward to having an opportunity to meet with you to further discuss how I can contribute to your team.

Short
Closing

Yours sincerely,
Candy Coding

CANDY A. CODING
800 Main Street
Pewaukee, WI
(262) 695-9595
ccoding@AOL.com

Resume

Objective: Medical Coding and Billing position

- Summary:
- Over three year's medical office experience.
 - Intensely focused and detail oriented with strong organizational and analytical skills.
 - Motivated, fast learner; easily adaptable to change.
 - Excellent communication skills; good listening and writing ability.

Responding to a Job Posting using E-Mail

Include a copy of your resume in both:

- Body of the E-mail message
- As an attachment to the e-mail



Cover Letter Salutations

- Dear Mr. LastName, or
Dear Ms. LastName,
 - Job Posting
 - Company's Internet Site
 - Call Company
 - ReferenceUSA
- Dear Hiring Manager,

Dear Ms. Smith,

I was interested to see your advertisement seeking a new account service executive as I have been seeking just such an opportunity and believe my skills and experience would be a good match for XYZ Advertising.

Please find my resume enclosed for your perusal/review. Of particular relevance/interest is the five years I spent in a Melbourne advertising agency working in account service. I have a passion for client service and, as you will see from my resume, a good understanding of the sector I would be working in.

I look forward to having an opportunity to meet with you to further discuss how I can contribute to your team.

Yours sincerely,
Bill Brow





PLAIN TEXT RESUMES

What is Plain Text?

When is it needed?

CANDY A. CODING
800 Main Street
Pewaukee, WI
(262) 695-9595
email ccoding@AOL.com

Objective: Medical Coding and Billing position

Summary: • Over three year's medical office experience.
Intensely focused and detail oriented with strong organisational and analytical skills.
• Motivated, fast learner; easily adaptable to change.
• Excellent communication skills; good listening and writing ability.

Education: Waukesha County Technical College Pewaukee, WI
Medical Coding Certificate 2001
Major Courses: Language of Anatomy
Pathophysiology/Pharmacology
Medical Coding
Introduction to Medical Records
CPT Coding

University of Wisconsin-Oshkosh Oshkosh, WI
Liberal Arts

Acquired Skills:
• Ability to use a variety of billing systems in medical care payments.
• Familiar with wide range of medical terminology, diagnoses, and procedures.
• Assign codes to medical diagnoses and procedures so that insurer correctly pays health providers.
• Review and accurately maintain patient files.
• Plan events and supervise adults in healthful recreation activities.

Experience: Moreland Medical Associates Waukesha, WI
Patient Scheduler 1998 to Present

Muskego Nursing Home Inc. Muskego, WI
Activity Aide 1997 to 1998

Associations: Women's Health Network member

Plain Text Format

- Copy and Paste
 - * Text boxes on on-line job applications
 - * Body of e-mail

- When requested



Rich Text/Document Format

- Attachments to an e-mail
- Uploading a document to an on-line job application (attach your resume or cover letter)
- When requested



Converting a Word document to Plain Text Format

[Resume.RTF](#)

[Resumes Folder](#)


Keywords

- Job Postings
- Your Experience





Using Yahoo Mail

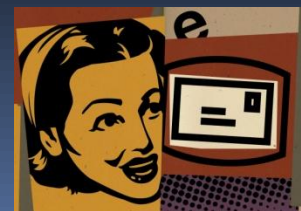
- Copy/Pasting Cover Letters
 - Attaching Resumes
 - Format of Document to be Attached
- 

E-MAIL SUBJECT LINE EXAMPLES

- **John Smith Resume**
- **John Smith Resume – Award Winning Commercial Insurance Professional**
- **John Smith Resume – Proven Trustworthy and Dedicated Employee**

E-mail Etiquette

- Courteous and formal greeting and closing
- Does it project the tone you desire? (too abrupt?)
- Please and Thank-you
- Don't rely on formatting, use words for emphasis
- Don't "Reply to All" unless absolutely necessary.



E-mail Etiquette

- Don't use all CAPS, abbreviations or slang (LOL)
- No fancy fonts or backgrounds – harder to read
- Don't use Return Receipt for everything you send (viewed as intrusive and annoying)
- Use CC only when it is important for others to know contents of the e-mail.



DOCUMENT FORMATS FOR ATTACHMENTS

- **.DocX** (Word 2007 document)
- **.Wps** (MS Works document)
- **.PDF** (Portable Document Format) Preferred by 36.1% of employers
- **.Rtf** (Rich Text Format)
- **.Doc** (Word 2003 document) Preferred by 62.7% of employers

APPLYING FOR A JOB ON-LINE

COPY AND PASTE
YOUR RESUME OR
COVER LETTER



[MilwaukeeJobs](#)
[CableCom](#)
[CableCom Home](#)
[Potawatomi](#)
[ReferenceUSA](#)

JOB SEARCH TIPS

Be Organized

- **Keep Job Application Information Handy**
 - More credible phone interviews
 - Prevent being timed out from Internet and Kiosk applications
- **Make copies of job postings in which you have responded**
- **Know the names of people you contact and speak with**

JOB SEARCH TIPS

Maintain a Professional Answering Machine Message

(You will be getting calls after you submit your resume.)



JOB SEARCH TIPS

Maintain a Professional
E-mail Address

PartyAnimal@wi.rr.com

GirlMagnet@yahoo.com

ChevyLover@aol.com

GoodLooking@Hotmail.com



IN CONCLUSION

Some Actual Statements Taken From Cover Letters



- "Here are my qualifications for you to overlook."
- "They insisted that all employees get to work by 8:45 every morning. Couldn't work under those conditions."
- "I was proud to win the Gregg Typting Award."
- "Note: Please don't misconstrue my 14 jobs as 'job-hopping'. I have never quit a job."

**Proof Read
Before
Clicking Send
or Submit**



QUESTIONS??

Jerry Herbst

262-695-7848

jherbst@wctc.edu



THE END

