



Emailing Your Résumé

Ready Reference ♦ E-14

College of Engineering, Architecture & Technology ♦ Career Services

You have been asked to e-mail a résumé. What will it look like on the other end? It might possibly look like a jumbled mess. Follow these simple steps to format your résumé to include in your e-mail messages.

Send your e-mail résumé to your potential employers in ASCII/Plain Text. This takes all of the formatting out of your résumé and reduces it to plain text.

Unfortunately, your résumé won't look like it did on paper, but it will be similar to what employers will see with a scanned résumé (see Ready Reference E-10: Creating a Scannable Résumé).

Here is the process for setting your resume to the ASCII/Plain Text format in Microsoft Word.

Please be sure to rename your newly formatted resume!

1. Open your document.
2. Go to Edit > Select All
3. Change the Font to "Courier New" and the size to 12 pt.
4. Go to File/Page Setup and change the left and right margins to 1.5 inches.
5. Click on File/Save As...
6. Under "Save As Type", choose "Text Only with Line Breaks."
7. Click Yes on any prompts that appear after saving.
8. Close and reopen your file (It will have a ".txt" extension).

✓ **Hot Tip:** Be sure your e-mail address is professional (i.e., *ppeete@okstate.edu*, not *jhotrod@cars.com*). We would suggest using your Oklahoma State University e-mail address for correspondence with employers.

Send the e-mail using the following steps:

1. Open your e-mail program.
2. Change the message format to Plain Text (not HTML).
3. Be sure to write a message to a specific person and be sure to include your qualifications and interests.
4. Paste your resume after your message. Also, be sure to reference to it in the e-mail message (i.e., write "I am attaching my resume to this e-mail for your review.").
5. Send the message.

Finally, test your e-mail resume by sending it to yourself before sending it to employers.

Adapted from <http://editorial.careers.msn.com/articles/email/>

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