

## **Transmittal Email Guidelines & an Example (for sending a Resume)**

by: Steve Snelling

### **General Guidelines:**

- Unless doing a U.S. Postal mailing (letter, envelope & stamp), most old-style cover letters have given way to more informal e-mail notes when sending an attached resume or application form, electronically.
- If applying to a specific job posting, start by specifying the exact position title, the date the position was originally posted, the source of the posting (company website, newspaper ad, etc.) and any job number/code (if applicable).
- Keep the e-mail note very short and to the point, but tell them why you are responding; and maybe point out some key items in your background that are relevant to the position.
- Make sure the subject line of your note is complete & relevant to the overall content of the note.
- If you also placed your resume on their company website, let them know what position you applied for & when you responded (just the most recent position you applied for – don't list multiple jobs).
- Ask for the next step in the process, or come up with a pro-active way for you to help the process along (e.g. Volunteer to be in their area, if interviewing for an out of town job).

### **Example Transmittal Note:**

To: John Smith, IE Manager - XYZ Company

From: Bill Student

Date: 12/4/20XX

**Subject: Resume for Job #A113 IE - Special Projects position**

Attached is my current resume for consideration for the Industrial Engineer - Special Projects position in Denver with your company - Job #A113. I saw this position posted on your company's website on Dec. 2<sup>nd</sup>.

As you can see from my attached resume, I have completed several Process Improvement projects and have some Lean/Six Sigma training. I applied online for this position on Dec. 3<sup>rd</sup> using the company's website.

I will be in the Denver area during the week of Dec. 14<sup>th</sup> - 18<sup>th</sup> and would be very interested in meeting with you at your convenience, to discuss this position or other similar positions with your company.