Emailing Your Resume

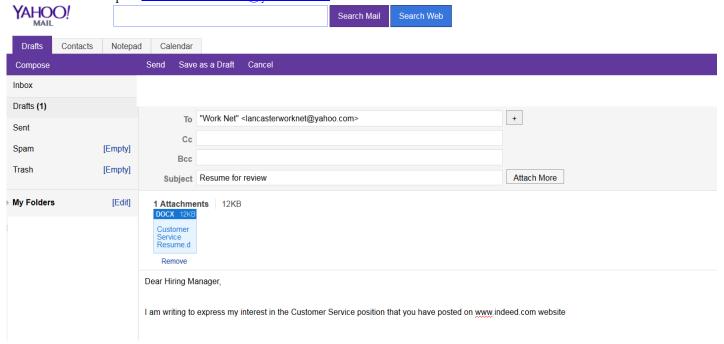
Follow the steps below to send emails with attached documents.

- 1. If you do not have an email account, please obtain the handout entitled "Create a Free Email Account" located on the Desktop of this computer.
- 2. Click on the **internet icon**. (In WorkNet click on **Internet Explorer**, located at the bottom left corner of your screen).
- 3. In the address bar at the top of the page, type in your email providers website.

Example: www.yahoo.com or www.gmail.com

- 4. Click "Go" or press the "Enter" key.
- 5. Sign into your email with your user name and password.
- 6. Look for a button on the screen that says to "compose" or "write mail".
- 7. Click on this icon to write an email.
- 8. In the "To" box type in the recipients email address.

Example: lancasterworknet@yahoo.com



- 9. In the "Subject" box write in a description of the purpose of your email.
 - Example: Customer Service Position or Resume for Review
- 10. In the large white box enter your message to your recipient. This box can be used to send a letter similar to a cover letter. (For more help with writing cover letters speak with a staff member in WorkNet).
- 11. When you are ready to send your resume as a file, click on the button that says "Attach" or "Upload".
- 12. Click on the "Browse" button to select your file.
- 13. In the dialogue box that appears **double click** on your document. (If you do not see your document listed, be sure that you are looking in the **"Temporary Resume"** folder.)
- 14. If you are using a computer outside of Resource Room, please use the drop down arrow to choose the folder that stores your files.
- 15. You will know that you have successfully attached your document when you see either a picture of a "Paper Clip" or the name of your file.
- 16. When you are ready to send your email, click on the "Send" button.
- 17. You just sent an email with your resume attached!