

# 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](http://www.yahoo.com) or [www.gmail.com](http://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](mailto:lancasterworknet@yahoo.com)

The screenshot shows the Yahoo! Mail interface. At the top, there's a search bar with 'Search Mail' and 'Search Web' buttons. Below that are tabs for 'Drafts', 'Contacts', 'Notepad', and 'Calendar'. The main area is a purple 'Compose' bar with 'Send', 'Save as a Draft', and 'Cancel' buttons. On the left, there's a sidebar with folders: 'Inbox', 'Drafts (1)', 'Sent', 'Spam [Empty]', 'Trash [Empty]', and 'My Folders [Edit]'. The main content area shows the email being composed. The 'To' field is filled with '"Work Net" <lancasterworknet@yahoo.com>'. The 'Cc' and 'Bcc' fields are empty. The 'Subject' field is 'Resume for review'. There's an 'Attach More' button. Below the subject field, it says '1 Attachments | 12KB' and shows a document icon for 'Customer Service Resume.d' with a 'Remove' button. The email body starts with 'Dear Hiring Manager,' and the first line of text is 'I am writing to express my interest in the Customer Service position that you have posted on [www.indeed.com](http://www.indeed.com) website'.

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!