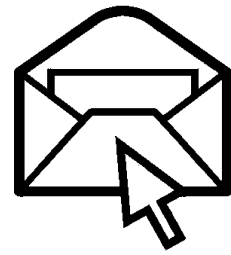


USING EMAIL FOR JOB SEARCHING



In recent years, job searching has changed dramatically! Most employers are now posting job openings on the Internet, in addition to, or even instead of, using the classified section of the newspaper. They have stopped using paper applications entirely and have set up (and expect jobseekers to use) their Online Application to apply to an open position. Others are asking for jobseekers to send their cover letter and resume either attached to an email or contained within the body of the email.

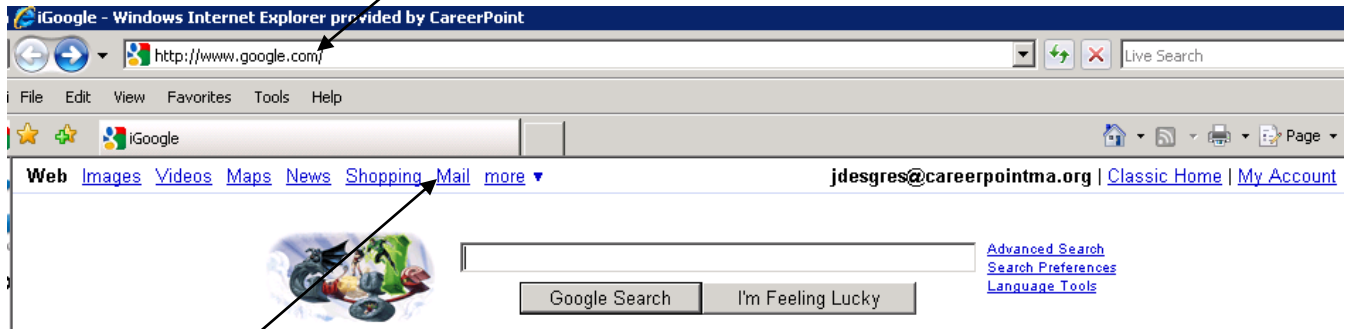
Are you feeling overwhelmed and uncertain about this new job search method?

This handout will explain how to:

- Set up a free email account from the Google Homepage and from the Yahoo Homepage
- Write and send an email
- Convert your resume to plain text(for copying and pasting into an email) or to rich text format (for attaching to an email)
- Attach a cover letter and resume to an email

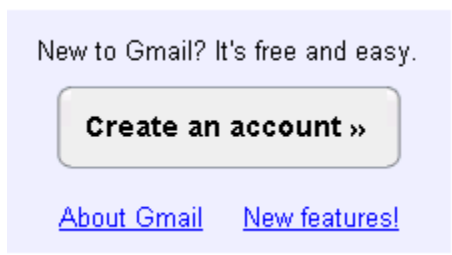
TO SET UP A FREE GOOGLE GMAIL ACCOUNT

Go to the Google Homepage, <http://www.google.com>



Click on Mail

TO CREATE AN ACCOUNT: Click in this box to create an account.



COMPLETE THE FORM:

Get started with Gmail

First name:

Last name:

Desired Login Name:

Choose a username

@gmail.com

Examples: JSmith, John.Smith

Some fields have a drop down arrow that you click on for menu choices.

Fill in these fields of this form with the required information by clicking then typing.

Choose a password:

Minimum of 8 characters in length.

[Password strength:](#) _____

Re-enter password:

Stay signed in

Other fields have a checkmark that appears when you click on the small square box.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question:

Choose a question ... 

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

United States 

Word Verification:

Type the characters you see in the picture below.

Letters are not case-sensitive

Once you have created an account, you can now send and receive email.

To send an email, click on **Compose Mail**.



Compose Mail

Refer to the image below for details on each field:

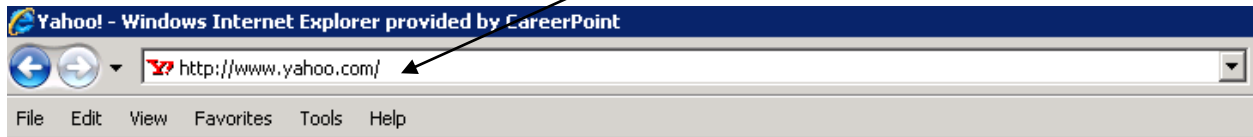
The image shows a screenshot of the Gmail 'Compose Mail' interface. It includes several callout boxes with arrows pointing to specific elements:

- To:** A callout box states: "In the To field, enter the email address of the recipient."
- Subject:** A callout box states: "Enter what your email is about, such as 'Cover Letter and Resume for Sales Position'."
- Add Cc / Add Bcc:** A callout box states: "Cc (Carbon copy): if you want to send the same email to someone else."
- Formatting and spell check tools:** A callout box points to the toolbar, stating: "Formatting and spell check tools".
- Send button:** A callout box points to the 'Send' button at the bottom left, stating: "Click send when your email is complete."
- Attach File Instructions:** A separate callout box on the left side says: "See Below for Attach File Instructions".

The email body contains the following text:

Dear Mr. Smith,
I am interested in applying for the Sales Position I saw listed on Masslive. My cover letter and resume is attached for your review.
Thank you.
(Your Name Here)
(Your Phone Number here)

USING YAHOO MAIL: Go to this address on the web.



On Yahoo's Homepage, click on Mail.



Click on Sign up for Yahoo to create a free email account.

Don't have a
Yahoo! ID?
Signing up is easy.

[Sign up for Yahoo!](#)

In this sign up form, you will fill in fields of information about yourself by clicking in the field box and typing the following:

First Name, Last Name
Gender
Birthday
Address
User ID-this is a unique name that you create to use as your email address. For a professional sounding, job searching email address, try your first initial and last name plus a number @yahoo.com.
Password: This is a word and/or numbers that you create that only you know so that your email account is secure. Remember to use a password that you will remember easily!
Security Question: This is for added security. Choose a question that you could answer easily and that does not have more than one answer!
Alternate Email: Yahoo uses this to send your user name or password if you forget them.
Security Code: Enter the letters or numbers you see. If you cannot read the one given click to change the code to a different one.
Accept the terms in order to complete the process.

SAVING A RESUME IN PLAIN TEXT FOR COPYING AND PASTING INTO THE BODY OF AN EMAIL:

Depending on the Job Advertisement, some employers ask that you copy and paste your resume into the email. If this is the case, you may lose some of the formatting that you originally had in your resume unless you save a version of it as plain text.

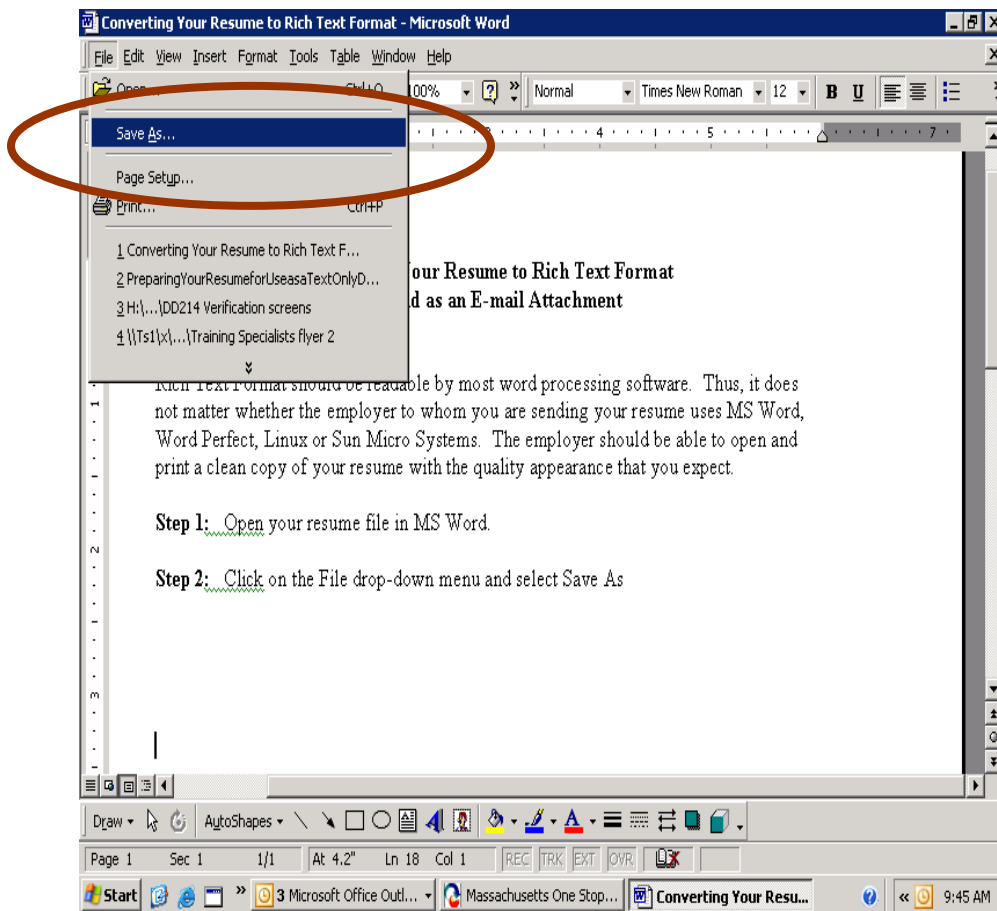
To save as plain text:
Step 1: Open your resume in MS Word.
Step 2: Click on the Microsoft Office Button and select "Save As"
Step 3: In the dialog box that appears, click on the drop down arrow that appears to the right of the phrase "Save as file type" and select "Plain Text" from the options.
Step 4: Change the name of your resume file by adding the word "text" and click Save.
Step 5: Close out of your current resume document in MS Word. Then go to Microsoft Office Button>Open. In the Open Dialog box, click the down arrow in the "Files of Type" and select "All Files".
Step 6: You should now see the "plain text" resume file inside the File Open Dialog Box. Select the "plain text" file which has a .txt suffix and click "Open"
Step 7: You now need to format the resume so that it looks as best as it can as a text only document. First, you must re-set the margins to be 1" on Left and 2.5" on Right.
To do this, click on the Page Layout Tab. Change the Left and Right Margins to 1" and 2.5".
Step 8: You should make the following changes to your resume: Replace bullets with one or two *Capitalize words that you had Bolded in the Word version. This can be easily done by selecting the word then clicking Format and Change Case, and select UPPERCASE and click OK.
Step 9 Click on the ¶ symbol in the Paragraph Section on the Home Tab.. This will reveal all of the hidden formatting on the page--spaces, tabs, and hard returns (anytime you have pressed the enter key). You need to make sure that you <u>do not</u> have hard returns within any section of text that should wrap together. And <u>you want to insert</u> hard returns anywhere that you want to make sure that a line break separates the text onto separate lines.
Step 10 Simply click Save to resave this plain text version of your resume.

SAVING A RESUME IN RICH TEXT FORMAT FOR ATTACHING TO AN EMAIL:

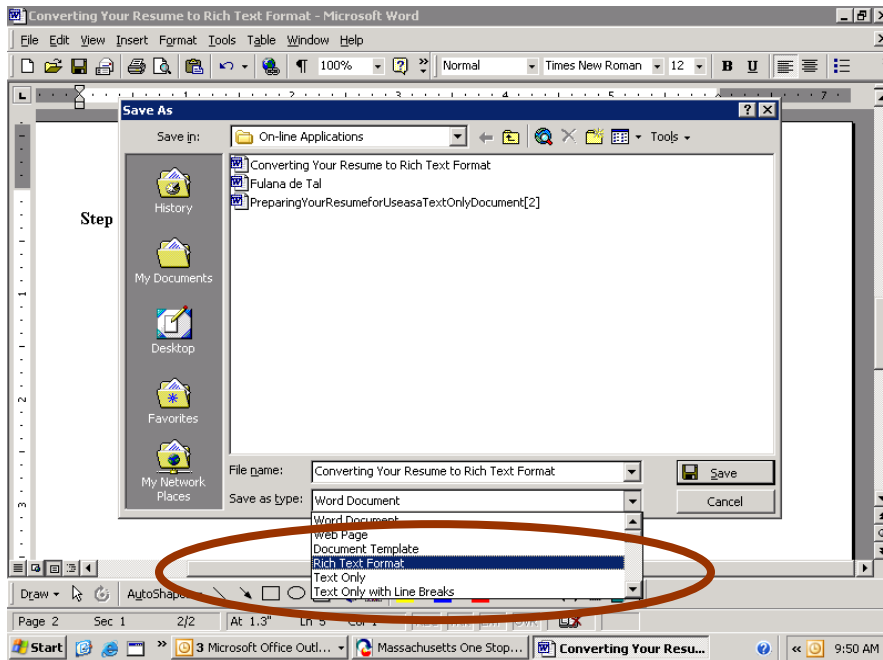
Rich Text Format should be readable by most word processing software. No matter what program an employer uses-MS Word, Word Perfect, Linux or Sun Micro Systems, the employer should be able to open and print a clean copy of your resume with the quality appearance that you expect.

Step 1: Open your resume file in MS Word.

Step 2: Click on the File drop-down menu and select Save As

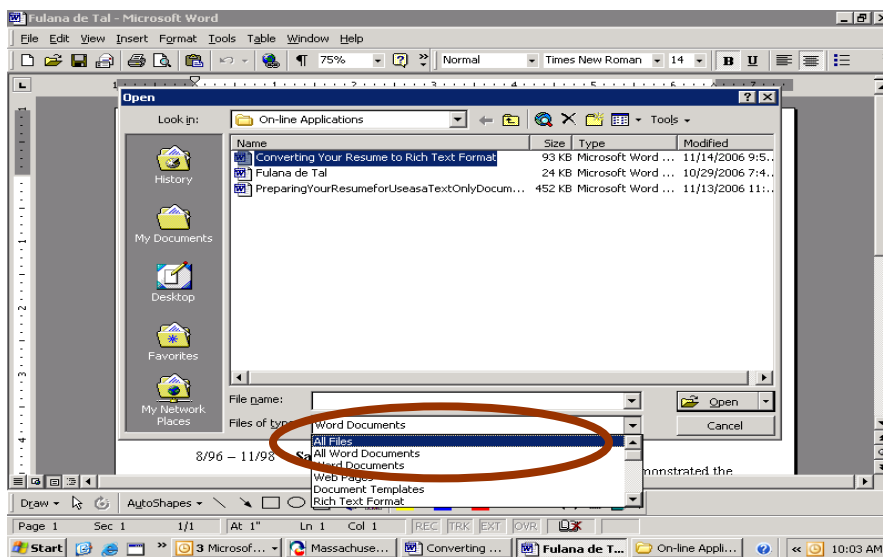


Step 3: A Save As dialog box will open up. Click on the drop-down arrow to the right of "Save as type" and select "Rich Text Format"

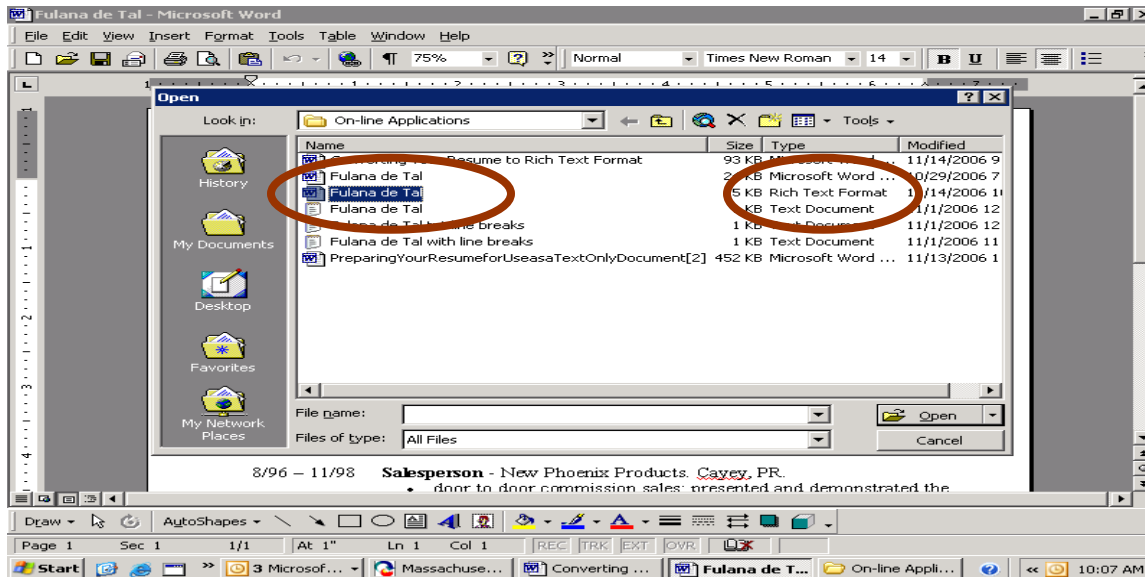


Step 4: Close the current MS Word version of your resume without exiting out of MS Word.

Step 5: Click on the File drop-down menu and select Open. The Open File dialog box will appear. You need to click on the drop-down arrow to the right of "Files of Type" and select "All Files" and click.



Step 6: You then need to select the version of your resume file which indicates Rich Text Format in the Type column or shows a ".rtf" suffix. Then click Open.



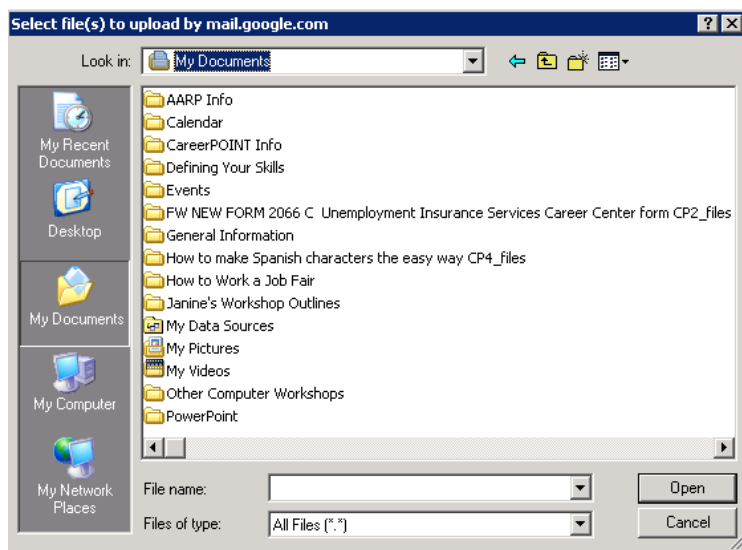
Step 7: Carefully read this Rich Text Format version of your resume to make sure no changes occurred in comparison with your MS Word version and make any editing corrections.

ATTACHMENTS:

Some employers ask in a Job Advertisement that you send your cover letter and resume as attachments. The steps to attaching a file to an email vary slightly, depending on your email provider.

TO ATTACH FILE(S) TO AN EMAIL USING GMAIL(GOOGLE)

Click on:  [Attach a file](#)

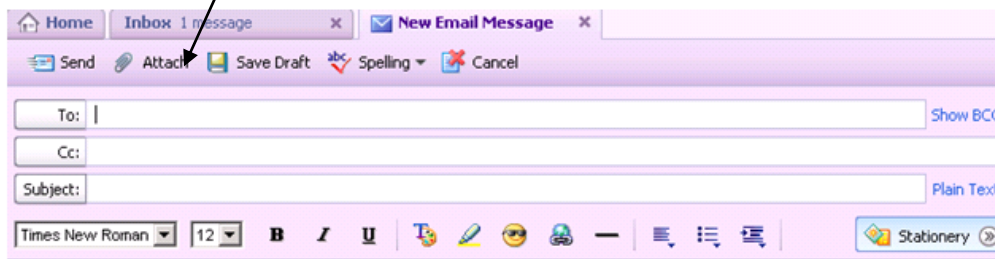


Find your cover letter file and resume file in the list. If you have these saved on a flash drive, you need to click on the drop-down arrow next to My Documents and click on your flash drive. (Lexar, removeable media, sandisk, etc.)

Click on your cover letter file, click open, and that file is inserted as an attachment to your email. Follow the same steps for attaching your resume file.

TO ATTACH FILE(S) TO AN EMAIL USING YAHOO

1. Click on New to start a New Message.
2. Fill in the email address of the recipient.
3. Fill in the subject, summarizing what the email is about.
4. Write the body of the email, including a greeting and a closing.
5. Click on Attach to browse for your file.
6. Click on the correct file and click Open to attach.



Good Luck with your Job Search!