



How To Email Your Resume and Cover Letter to Employers

When applying for a job, it's essential to follow the employer's instructions carefully—especially when they ask you to email your application materials. Use this worksheet to help you send a clear, professional, and well-organized email that makes a strong first impression.

STEP 1: Read the Full Job Description Carefully

Before sending any documents, review the entire job posting to locate:

- The correct email address for the hiring manager or employer
- Specific application instructions
- Required materials (e.g., resume, cover letter, transcripts, portfolio)
- Any subject line requirements

Even if a job posting includes an "Apply" button, **you should still read the entire listing.**

Some employers prefer or require applicants to email their resume directly to the hiring manager.

NEIU - Media Services Department - AV Support Student Worker - Work Study/Student Aide - Fall 2025 - Spring 2026

Posted 1 week ago · Apply by January 5, 2026 at 11:59 PM

Save

Share

Apply

...

(Image 1: Example of a Job Posting via Handshake)

How to Apply:

Send a copy of resume to

***Hiring
Manager's
Email***

with a brief summary of your job interest

Description/ Requirements:

If you have strong communication skills and good penmanship, and enjoy working with AV equipment and computer technology, we encourage you to apply. We value excellent customer service skills and patience.

(Image 2: Part of the Job Description for the 'AV Support Student Worker' Position)

This job description shows that if you relied only on the 'Apply' button, you would have missed the employer's specific instructions to email your resume directly to the hiring manager.

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STEP 2: Prepare Your Email Subject Line

A clear, professional subject line allows employers to quickly recognize your application and keeps your email from getting overlooked. Your subject line should be direct, informative, and include both the position title and your name. Examples include:

- Application for Marketing Intern – FirstName LastName
- Resume Submission: Accounting Assistant Position – FirstName LastName
- Communications Intern Application – FirstName LastName

Always follow any subject line format provided in the job description. Employers often use specific wording to organize applications, and not following their instructions can impact whether your materials are reviewed.

STEP 3: Write a Professional Introduction in the Email Body

Keep your message short, direct, and polite—this is not a full cover letter, just a brief introduction.

Email Body Template

Dear [Hiring Manager's Name],

I hope you are doing well. My name is [Your Name], and I am applying for the [Job Title] position as listed on [platform/source]. I have attached my resume and cover letter for your review.

Thank you for your time and consideration. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Phone Number]

[Email Address]

[LinkedIn or Portfolio Link – optional]

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STEP 4: Attach Your Resume and Cover Letter Correctly

Before hitting send, check that:

- ☐ Your resume and cover letter are attached (PDF format preferred)
- ☐ Your filenames are professional and easy to identify. For example:
 - JordanLee_Resume.pdf
 - JordanLee_CoverLetter.pdf

STEP 5: Double-Check Before Sending

Use this checklist:

- ☐ Correct employer email address
- ☐ Strong subject line
- ☐ Clear and professional introduction
- ☐ Attachments included and properly labeled
- ☐ No typos or informal language
- ☐ Email signature included

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