# How to attach a resume to email?

In our Computer labs and Job Seeker workshops the most frequently asked question is how to send a resume in e-mail to a potential employer or how to send photos to family members. Well, we have put together the following 6 steps to do just that. Follow these steps and you are on your way sending resumes or photos!

If you need more assistance, there are also many videos on You Tube that can show you how to do this.

1. Open your email program. Popular email programs include, Yahoo! Mail, Gmail, AOL mail and Hotmail.

2. Click the "**Compose Mail**" or "**New Message**" button or link to create a new email message. The name will vary depending on the email program you are using.

3. Click the "**Attach**" or "**Attach files**" button to attach a file. The name of the button will vary by the email service provider. Many email programs place an image of a paper clip on the button for ease of identification. Clicking the button should produce a dialog box.

4. Use the "**Open**" dialog box to search on your computer for the resume file or any document/photo you wish to attach. Click on the file and click the "**Open**" or "**Insert**" button. The program may attach the file automatically, such as in Gmail, or you may have to click an "**Attach file**" button in Yahoo! Mail.

5. Type your contact's email address into the field labeled "**To**" and enter the title of the message into the "**Subject**" line. If you want send a copy of this email to yourself, you can type your email address in field labeled "**Cc**" or "**Bcc**" (blind carbon copy, so that recipient will not see that you sent copy to yourself). Type a message into the message box.

6. Review your message. Click the "**Send**" button when you are satisfied.

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# How to attach a resume to an online application?

1. First you have to locate the file and download it to your computer, flash drive, disk drive, etc .....
   a. If it is in your email account, open a browser window and log in to your email account.
   b. Then locate your resume file, open and save the file to the desktop or flash drive of the computer you are working at.

2. **Now that the document is saved to your computer**, you can upload it to the online application.

   a. Click the Browse button on the application's upload area to display your computer files.   A window will open showing where your files are located.

   b. Find the Desktop folder or the drive for your flash drive where you saved the resume file then, click on it to select it to upload.

3. To continue, follow the instructions provided to you on the employer's application.