

The 15 Most Important Rules of Resume E-Mail Etiquette

More than 80 years have passed since Emily Post wrote her first book on etiquette. Back then, the rules had more to do with how to properly introduce someone and which fork to use at dinner party. But with the introduction of new communication tools comes new rules of engagement. Here are 15 quick tips and rules for what is - and isn't—acceptable behaviour when using e-mail to send your resume.



1. Be concise and to the point. Read your e-mail to make sure it makes sense before sending to avoid e-mail “ping-pong”.
2. Use proper spelling, grammar & punctuation. This is still a communication and a representation of YOU. Sloppy spelling and punctuation looks unprofessional.
3. Don't use e-mail to deliver personal news about your career. If you need to discuss a serious matter with someone, only use e-mail to request a face to face meeting or phone call, not to deliver the news.
4. Do not attach unnecessary files, especially large ones or too many pictures or references. Sending big files can cause someone's e-mail system to clog, shut down or crash. Instead, use www.yousendit.com for large documents.
5. Do not overuse the high priority option. Use it only when something is truly critical and time sensitive.
6. Do not write in CAPITALS – it's the equivalent of shouting.
7. Don't leave out the message thread. Everyone receives many resumes a day, so insure they can connect the dots to your file.
8. Give your recipients an easy way to opt-out, remove themselves from your list or to reply to your request for career move.
9. Do not overuse “Reply to All.” If you have a message for the sender that is not relevant to everyone else, make sure you only send it to that person.

10. Do not "CC" everyone when sending a resume to multiple people. Instead, use the bcc (blind carbon copy) to keep everyone's e-mail private. Also anyone seeing you sending resumes to everyone will disregard your information.
11. Don't overuse abbreviations and emoticons.
12. Don't use neon colors, hard to read fancy fonts and background images. They make it difficult – if not impossible – to read your message and it looks unprofessional.
13. Only use rich text and HTML messages when you are certain the recipient can receive that type of message. Many people can only open text messages, and most rich text and HTML messages don't convert well.
14. Do not forward a message that was sent to you without permission from the original sender.
15. Do not use e-mail to discuss confidential information. If you don't want the entire world to see it, then don't put it in an e-mail.