

# When sending your resume and cover letter...

- **Send your documents as an attachment**, in order to avoid formatting mishaps use either word or pdf.
- **In all communications make sure to include your full name and contact information.** It is difficult for a recruiter or potential employer to get back to you without this information.
- **Make sure you have a clear subject line**, include your name and the title of the position that you are applying to.
- **Keep your e-mail brief, professional and to the point.** Try not to include emoticons, acronyms or internet jargon. "Thx for the opportunity to apply. Attached please find my resume :) TTYL" is typically not acceptable.
- **Make your recruiters life easier**, attach your cover letter, even if it is in the body of your e-mail (it is nice to be able to print a clean copy).

**BCHS**

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