

“YOU’RE HIRED” ©



—YOUR—
ultimate guide to a creative
E-mail Format
Alternative ©



American Marketing Associates
—AMA—

Mission Statement

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

A Commitment To Our Clients

We are committed to continually provide our clients with the latest developments, findings, and computer trends, relating to career-information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.

Web-site Security Statement

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

— E-mail Formatting —

Alternative

“Key” Factors

- With your résumé on the screen, do a “*save as*”—**but**—save as “*text only*” to insure it doesn’t corrupt into ASCII code. **do not** save as “*text with line breaks,*” or “*rich text.*”
- Next, open your “*text only*” résumé document, and set margins at one-inch (1") all around. Then go to the menu bar and “*save*” your changes, then make a “*copy*” for pasting.
- Open your E-mail, and type in an introductory comment defining the source where you found out about the job opening, such as, “*The following is a copy of my résumé for your evaluation, I look forward to hearing from you.*” or similar wording, plus add the job title, number, etc.
- Now, since you have already made a copy, paste your résumé into your E-mail. **Do not**—send as an attachment.
- Finally, “*send*” your E-mail, but **do not** stop your job search while you wait for a telephone call. Just keep right on working at your job search until you accomplish your goal of finding a job. If a call comes for an interview great, if not keep on working, and you will succeed.
- Be aware—**statistically--only 3- 4%** of all jobs gotten, are found using Internet sources. SO, use other methods too.

Thank You

For reviewing the E-mail Format Alternative

you may wish to consider using other
Resume Winners.com
workbooks
in the
“YOUR HIRED”
Series

Check out all the **“Products”**
Including: “Your ultimate guide to creative...

- *Résumés*
- *Cover-Letters*
- *Job-Leads – “Treasure Chest”*
- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired—Kid – résumés for 14-19 year old youth*

—PLUS—

Check out all of the FREE information and guidance
by clicking on **“Free Stuff”**

For example the incredibly informative **“FAQs”**
or check out **“About Us”** and/or the **“You’re Hired” Series**
to learn about other useful materials available for
your job-search.