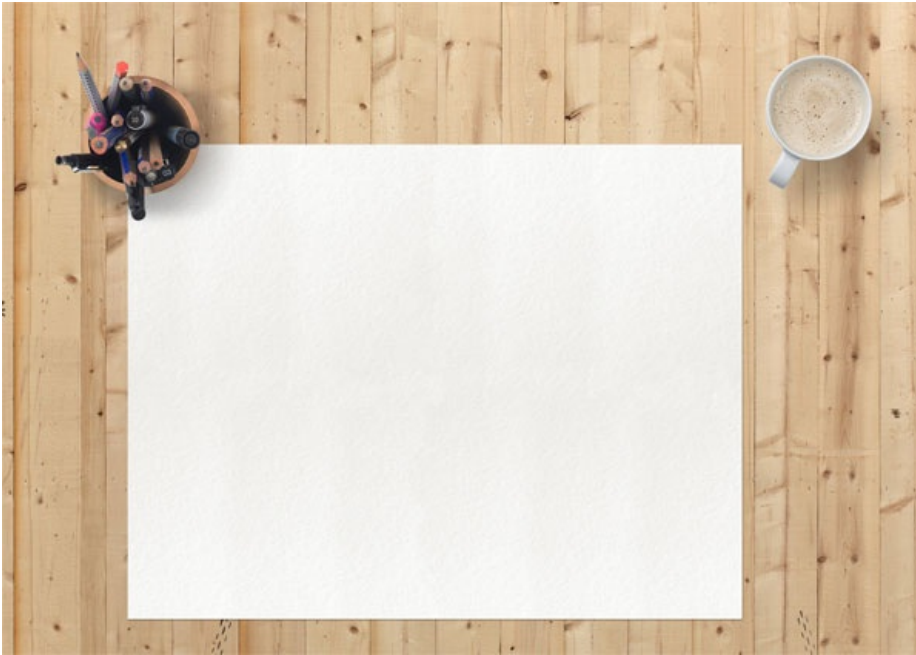


SHOULD YOU SEND A COVER LETTER WITH YOUR RESUME?

Summary: This article addresses when and why you should email a cover letter with your resume.



Question: Should I send a cover letter with an e-mailed resume? What are your thoughts? If you endorse, can you provide a sample?

Answer: If you're sending an e-mail resume, send a cover letter. I'd insist on that. A sample? "I saw your listing at [where you saw it]." Beyond that, explain that you (1) have the skills to do the job as advertised in the posting; (2) understand the job as it's advertised; and (3) know something about the company (if the company's been identified in the ad).

I would also recommend reading these articles for more information about cover letters and resumes:

- [Build a Cover Letter Fit for the Job](#)
- [Write a Cover Letter for Your Resume](#)
- [13 Tips to Make Your Cover Letter Better](#)
- [75 Action Verbs to Enhance Your Resume](#)