

# www.getmeacooljob.com

How to attach your CV and Covering Letter via your E-Mail

## Attach Your CV and Letter to Your Application

Web-based Applications, e.g. [getmeacooljob.com](http://www.getmeacooljob.com)

- Find a job you wish to apply for.
- Click on “Apply”.
- Fill the boxes that apply, e.g. your e-mail address.

To Attach Your CV / Covering Letter:

- *Usually:* Click on “Browse” next to the appropriate box, e.g. “Upload your CV”

Find your CV at the location where you saved it.

e.g. if on your memory stick:

Click on button with:  symbol opposite “Look in” at top of “File Upload” window.

Click on your memory stick – usually drive E:

Find your CV on your memory stick and click on “Open” to attach your CV to your application.

- Attach your letter, if saved on your memory stick, in a similar way.

If you need to send *text only* from a letter (instead of attaching a letter file, e.g. to send in an e-mail):

- Open your letter in MS Word.
- Highlight the text in your letter that you want to send, using the mouse.
- *Alternatively:* highlight all text in your letter, by pressing   on the keyboard (i.e. “Control” – “All”).
- Once you’ve highlighted the text you want, press   (to Copy).
- Open a new message in your e-mail programme (e.g. Hotmail).  
OR: Go back to the webpage where you want to send text.
- Click in the “box” where you want to copy the text.
- Press   to Paste your copied text into the e-mail, or sending box.

Remember:

to highlight All

to Copy

to Paste – think: **C**, **V** – the most important word in here!

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