# **Email Basics**



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Cc Bcc

#### Applying for jobs via email involves sending potential employers an email message and an electronic copy of your CV.

#### **First steps**

your message.

Log in to your email account using your email address and password.

Click on the **Compose** button.

Sign in	Google	Google
Username		0000010
wiganlibraries@gmail.com		Gmail +
Password		
		COMPOSE
Sign in Stay signed in		Inbox (3) Starred

Subject Type subject here

Type message here

Type recipients email here

New Message

То

## Composing your message

Type in the email address of the recipient in the To field.

Type in a title for your Email address in the Subject field. This should include the title of the position you are applying for.

Type your message in the blank space

provided. Remember your message is an important part of your job application. It should look professional like a covering letter. See Covering Letter Quick Guide.	
Also, Don't forget to check your spelling!	<u>Send</u> <u>A</u> <u></u> , <b>→</b> + <b>≡</b> -
Attaching a CV	Organize ▼ New folder Documents Name ^ Date modified Type Music Documents Marce Microsoft Word 8
Click the Paperclip icon	Image: Second secon
Open the drive containing your CV	Image Computer Second Second
Select your CV and click <b>Open</b> to attach	Image: Second
Sending your email	File name:
Finally click the <b>blue send button</b> at the bottom left hand corner of	

Remember applying for a job via email is a job search activity. Do not forget to record this on your Universal Jobmatch account.



## Opening and replying to an email

Applying for a job via email may result in you being invited to an interview via email. It is therefore important that you **check your email messages at least once a day.** 

To view the email click on the email subject.	<ul> <li>□ ☆ ■ P.Banks</li> <li>□ ☆ □ Gmail Team</li> </ul>	Invitation to job interview - Pear Paul, Thank you for applying for the position of of Get Gmail for your mobile device - Hi Paul Get Gmail for your mobile device Gma
	<ul> <li>□ ☆ □ Gmail Team</li> <li>□ ☆ □ Gmail Team</li> </ul>	Welcome to Gmail - Hi Paul Welcome to Gmail Meet the inbox Your inbox is organ Tips for using Gmail - Hi Paul Tips for using Gmail Chat right from your inbox Chat
	Invitation to job interview	nbox x 🖻 🖪
To reply to the interview invi- tation first <b>click the reply</b> <b>icon.</b>	P.Banks@wlct.org to me Dear Paul, Thank you for applying for the po We would like to invite you to co for August 1 at 1pm, at our office Please call me at 01942 12345 reschedule. Yours sincerely, John Smith	4:30 PM (1 minute ago) 🛣 💽 variable for the position of office administrator. Ime to our office to interview for the position. Your interview has been scheduled e in Wigan 6 or email me at jobs@mycompany.com if you have any questions, or need to
Type your message, then click the blue send button.	<ul> <li>➡ paul banks (P.Banks@wlct.org)</li> <li></li> </ul>	
	Send <u>A</u> U +	Saved 📋 👻

#### **Deleting emails**

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Over time your email inbox will become cluttered. To keep your inbox tidy delete any unwanted emails by doing the following:

Check the box to the left of the email(s) you want to delete, then click the 'trash' icon.

/				
		More 🔻		1–3 of 3 < >
Primary	Social 1 new Google+ team	Promotions	+	
🗹 👔 🕞 Gmail Team	Get Gmail for your mobile d	levice - Hi Paul Get Gmail for your mob	ile device Gmail is always a	vailable wherever you are Jul 22
🔲 🙀 🕞 Gmail Team	Welcome to Gmail - Hi Paul	Welcome to Gmail Meet the inbox Your	inbox is organized into cate	egories so that you can s Jul 22
🗌 📩 🕞 Gmail Team	Tips for using Gmail - Hi Pau	Il Tips for using Gmail Chat right from yo	our inbox Chat with contacts	and start video chats wi Jul 22
0 GB (0%) of 15 GB used <u>Manage</u>		©2013 Google - <u>Terms &amp; Privacy</u>		Last account activity: 6 hours ago Details