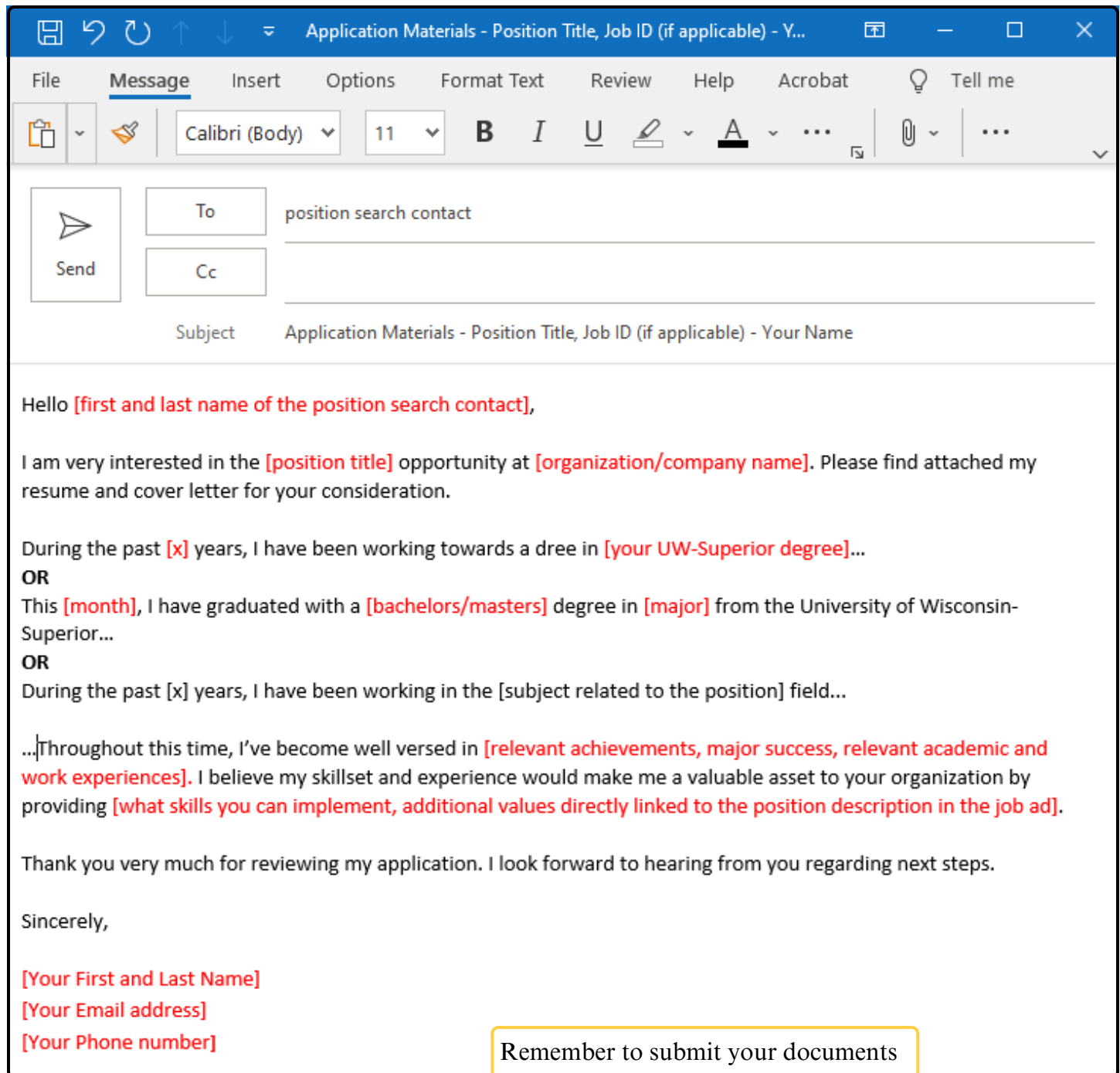


Submitting Documents Via Email

View the [BUILD - Resume & Application Materials](#) webpage for more tailored advice.



The screenshot shows an email client window titled "Application Materials - Position Title, Job ID (if applicable) - Y...". The interface includes a menu bar with "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", "Acrobat", and "Tell me". Below the menu is a toolbar with icons for attachments, font settings (Calibri (Body), size 11), bold (B), italic (I), underline (U), and text color (A). The email header shows a "Send" button, a "To" field with "position search contact", a "Cc" field, and a "Subject" field with "Application Materials - Position Title, Job ID (if applicable) - Your Name".

Hello **[first and last name of the position search contact]**,

I am very interested in the **[position title]** opportunity at **[organization/company name]**. Please find attached my resume and cover letter for your consideration.

During the past **[x]** years, I have been working towards a degree in **[your UW-Superior degree]**...

OR

This **[month]**, I have graduated with a **[bachelors/masters]** degree in **[major]** from the University of Wisconsin-Superior...

OR

During the past **[x]** years, I have been working in the **[subject related to the position]** field...

...Throughout this time, I've become well versed in **[relevant achievements, major success, relevant academic and work experiences]**. I believe my skillset and experience would make me a valuable asset to your organization by providing **[what skills you can implement, additional values directly linked to the position description in the job ad]**.

Thank you very much for reviewing my application. I look forward to hearing from you regarding next steps.

Sincerely,

[Your First and Last Name]
[Your Email address]
[Your Phone number]

Remember to submit your documents as a PDF document (unless requested otherwise by the employer).

