



Senator-elect Resume Submission Instructions

1. **Address** your Cover Letter(s) using the following format:

**SENATOR-ELECT (LAST NAME)
UNITED STATES SENATE
WASHINGTON, DC 20510**

2. **Cut and Paste** your Cover Letter and Resume into the body of an email message.

DO NOT ATTACH DOCUMENTS

3. **Type** the Senator-elect's Last Name and your experience level (**use format below**) in the email **Subject Line**.

Senator-elect (LAST NAME) 0-1+ Yr. Experience

Senator-elect (LAST NAME) 2-5 Yrs. Experience

Senator-elect (LAST NAME) 5+ Yrs. Experience

4. **Send** a separate email for each Senator-Elect office for which you wish to apply to:

SenatorElectResumes@saa.senate.gov

NOTE: You will receive only **ONE email confirmation** for all applications submitted.