



UNITED STATES SENATE PLACEMENT OFFICE

Senators-elect Resume Submission Instructions

1

Address your cover letter(s) in this format:

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

4

Attach your cover letter and resume to your email.
ATTACHMENTS MUST BE IN THE FORM OF A PDF

Send a separate email with a cover letter and resume for each Senator-elect office for which you wish to apply to:
SenatorElectResumes@saa.senate.gov

2

Naming standard for cover letters and resumes

Name your cover letter and resume files by your
Last Name, First Name.R (R=Resume)
Last Name, First Name.C (C=Cover letter)
See the example below.

Example of Naming Standard
Johnson, Jane.R
Johnson, Jane.C

5

Click [here](#) to view a sample formatted application.

3

Naming standard for email subject line

Type your career stage (in years) and the Senator-elect's Last Name in the email subject line.

0-1Smith « *(Senator-elect's Last Name)*

2-4Smith « *(Senator-elect's Last Name)*

5+Smith « *(Senator-elect's Last Name)*

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