# 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 in the email **Subject Line.**

    **Senator-elect (LAST NAME) 0-1+ Yr.**
    **Senator-elect (LAST NAME) 2-5 Yrs.**
    **Senator-elect (LAST NAME) 5+ Yrs.**

4.  **Send** a separate Cover Letter and Resume for each Senator-Elect office for which you wish to apply to:

    **SenatorElectResumes@saa.senate.gov**

5.  **Click** here to view a sample formatted application.

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