How do I email a CV to a client (from a candidate search)?

There are several methods you could use to email a CV to a client. If you have run a database search for candidates, you can email CVs to a client directly from the results list.

Note: This method assumes that you have run a candidate search by clicking 'Search candidates' from the actions panel in the vacancy record. This is the starting point of this document.

Also, Recruit Studio will only email a candidate's public CV so ensure that you have formatted the original and assigned it to be public.

 With the results of a candidate search on the screen, you now have the option to send one CV or multiple CVs to the client.

> You could send one CV to the client or you could send one email with several CVs attached.

Make your decision and highlight the candidates whose CVs you wish to send.

2. On the ribbon toolbar, click 'Send CVs'.

Image: Description of the bandwidt with the state of		NAME AND ADDRESS OF									1.11	 Multiple Incomest
					The second second	Concession of the local division of the loca						Company +
New Concernance New Yer Clive Jackson New Yer New Yer Strate Annu Yer New Yer	Secto Sectors (equilibrium) Sector Sectors	Canada Unioned States	10.1 Sector Descention 2014/00/00000000000000000000000000000000	Addeed Top 0 Top/Top Top 0 Outline Dop	A Initial Albie CAD lating date Angel Mar- Angel Mar-	Congress Congress Read Or Ganda D. Read Parks Bits Topos- bits Suspense Bits Bits Suspense	544000000 5440000 5440000 4510000 4510000 4510000 4510000 4510000 8510000 8510000 8510000 8510000	N Inst Advantion A,A,Densel (Anyotech Chargester (Chargester (Chargester (Chargester) (Chargeste	- 0770 14494 - 0770 24494 - 0770 1470 - 0780 1470 - 0780 14 0 - 0780 24 0	South Seat North Seat North Seat North Seat South Seat South Seat South Seat South Seat		 In Bit Learn Cutings (J) Production Rescape(1) Bitson Spreamp(1) Indiana Spreamp(1)
Database Database Database Distribution Distribution <thdistrease< th=""> <thdistrease< th=""> <thdist< th=""><th>- 2 haded barre (40 Chadred barre (40</th><th>100a 1+1 (b)</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></thdist<></thdistrease<></thdistrease<>	- 2 haded barre (40 Chadred barre (40	100a 1+1 (b)										
Normal Mails Mails Addition Mails	Industry and the second	1000-101-00 1000-100-10 100	Janua Konowa (1)/Br/B	in yap	data fostator .				artici per	South See	×	
Miles Miles <td< td=""><td>Product para (M Disposed faces (M Disposed faces (M New Cher Jackan</td><td>ting and (g) many life (</td><td>Janua Konowa (1)/Br/B</td><td>ir sa Clive Jackso</td><td>olaas Australius -</td><td>-</td><td>any of family</td><td></td><td>arting parts</td><td>South See</td><td>×</td><td></td></td<>	Product para (M Disposed faces (M Disposed faces (M New Cher Jackan	ting and (g) many life (Janua Konowa (1)/Br/B	ir sa Clive Jackso	olaas Australius -	-	any of family		arting parts	South See	×	
Moli II for Truct Total Truct	Finale fram for Display fram for Display and fram for Series More Dere Jackson Molto: 20 ware	Dear for and	janet turous (1)/lik/j	ir see Clive Jackso	olaan footatoo . Mi	ate Lee M12	ativity (and		arting parts	foat far	×	
Hask Sector (Barrow Constraint) How Constraint (Barrow Constraint) How Const How Constraint) How Constra How Constraint) How C	Production of the Depletion from Dependence Service S	Dest for Max for Max for Max for Max for	and turner (1/10)	ir see Clive Jackso	olaan footatoo . Mi	ate Lee M12	ativity (and		arting parts	foat far	×	
Mani, Application for Application for Application of Application o	Productions from the first from the	Dear for Market for Ma	Dest Turner 11/10/1	Cir say Cir say Cirve Jackson Wirterfact Kond Angelenet San Ster	ninan Australium - Min ann Scolich News solltra an	alite Spec 9073 Rene tot 110	ativity (and		arting parts	foat far	×	
The image of the imag	Product fram free Depict fram free Depict fram free Engine fram free Sector frame Sector frame S	Dest for Back for Mark for Mar	Dent Torons (1)(95)	Clive Jackson Clive Jackson The Jackson Th	oferen Messenter- ang Soften Messaria Ang Control Messaria Ang Control Messaria	alien Tyree Mil 1 Hanne Mil 1919 Halaurty	uning (part)	N 1 1 1 1	arting parts	foat far	×	
2 (m)	Product faces for Could faces for Counter faces for	Deal Ye Ban Ye Man Ye	Dent Torons 0.196.9	Chemical Control of the Control of t	Annuartan	adir. Syre 40.72 Party 64.145 Internal of the Internal of the	uting (part)	Norman A	arting parts	foat far	×	1 Openal Socialities
Contract status	Paylot types (b) Payl	Deal Ye Ban Ye Man Ye	Band Roover (15/86) Band Roover (15/86) Band Roover Band Roover Ba	Clive Jackson Clive Jackson Cl	Annuartan	adir. Syre 40.72 Party 64.12 Industry Million and 100	uting (part)	Norman A	arting parts	foat far	×	Trynul Trydone
	Paylot types (b) Payl	Deal Ye Ban Ye Man Ye	Band Roover (15/86) Band Roover (15/86) Band Roover Band Roover Ba	Clive Jackson Clive Jackson Cl	Annuartan	adir. Syre 40.72 Party 64.12 Industry Million and 100	uting (part)	Norman A	arting parts	foat far	×	Torris Lincolma Employee
	Pagita type 10 Pagita type 10 Pagita type 10 Page	Deal Ye Ban Ye Man Ye	Band Roover (15/86) Band Roover (15/86) Band Roover Band Roover Ba	Clive Jackson Clive Jackson Cl	Annuartan	adir. Syre 40.72 Party 64.12 Industry Million and 100	uting (part)	Norman A	arting parts	foat far	×	€ frank k landsten E franzene Namelen E fra



3. The Emailer will open and the recipients' panel will contain the Vacancy, Client and Candidate.

> Note that only the client will receive an email but everyone will receive a log entry. The candidate's public CV will be attached to the email.

Compose your email using the ribbon toolbar and fill in the email subject, log subject and content box. You may like to use an email template if you have one saved.

 When you are ready to send the email, click 'Send' and the email will be generated and sent through your email client program.

> Note that if you use Microsoft Outlook, the email will open in a new window and you will need to click 'Send' on the actual email. If you use Lotus Notes, the email will be immediately sent without previewing it first.

An of Carl Carl Carl Carl Carl Carl Carl Carl	And A. May A. Linkakan A.	unga Expression Provide and an anti- provide anti
the function of the function o		Convertillention Convertillention Convertillention Convertillention Convertillentiere

😑 Recr	uit Stud	dio 2007			
File	Edit	Admin	View	Tools	Help
DeskTo	op Ne	wSearch#0	E-Ma	iler0	
	🔶 🌾	≥ (+) =		11	
		Use CC	Use	BCC	
Send	R	Individua	al Emails	5	🕂 Add
Send T	0 10	Email O	otions	E.	Temp

5. When you are finished, close the Emailer and the logs will be updated.

See also:

- Getting started with Emailing for basic tips on creating emails
- How do I search for candidates (from a vacancy record)?
- How do I format a CV?
- How do I make a CV public?