

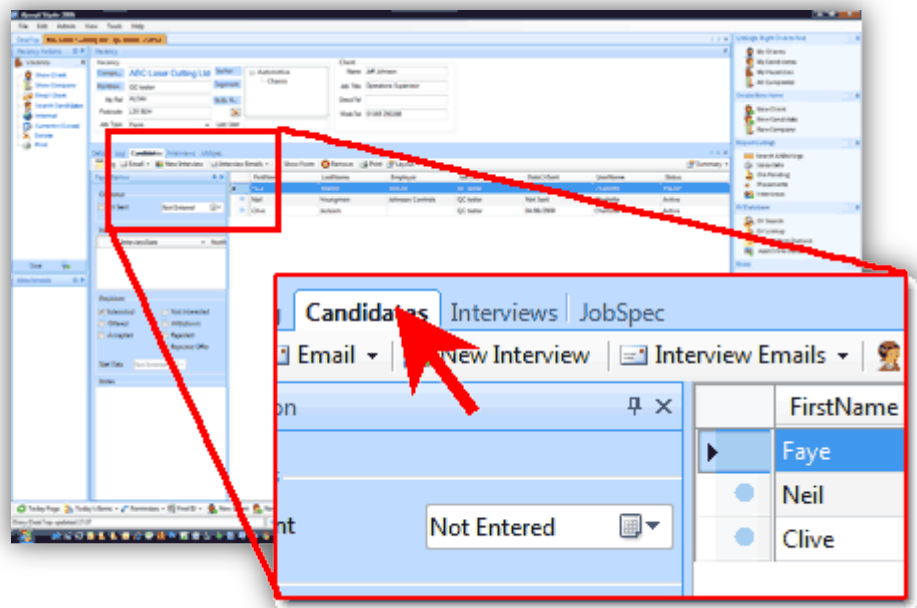
# How do I email a CV to a client (from a shortlist)?

*There are several methods you could use to email a CV to a client. If you have shortlisted one or more candidates for a vacancy you can use this method.*

*Note: This method assumes that you have already added one or more candidates to the vacancy shortlist.*

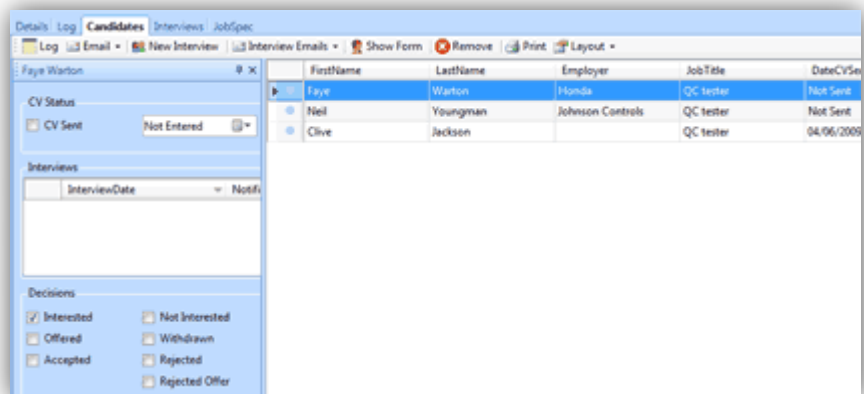
*Also, Recruit Studio will only email a candidate's public CV so ensure that you have formatted the original and assigned it to be public.*

1. Open the vacancy record and go to the 'Candidates' tab.

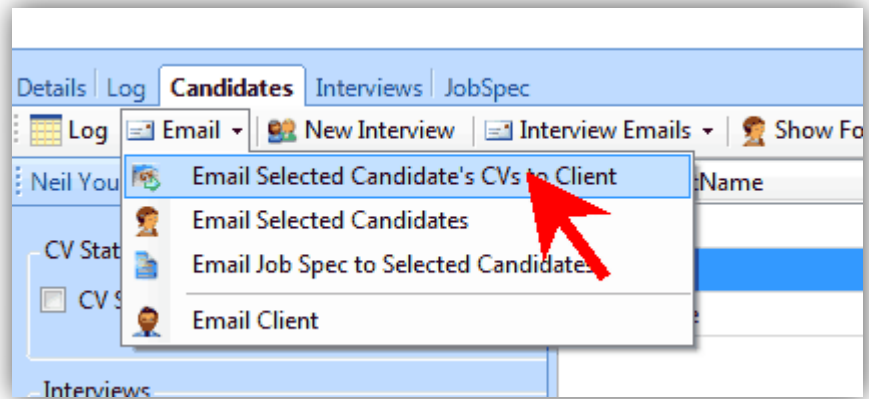


2. In the Candidates tab, highlight the candidate(s) whose CVs you wish to email to the client.

*You can send CVs individually to the client or you can send several at once.*

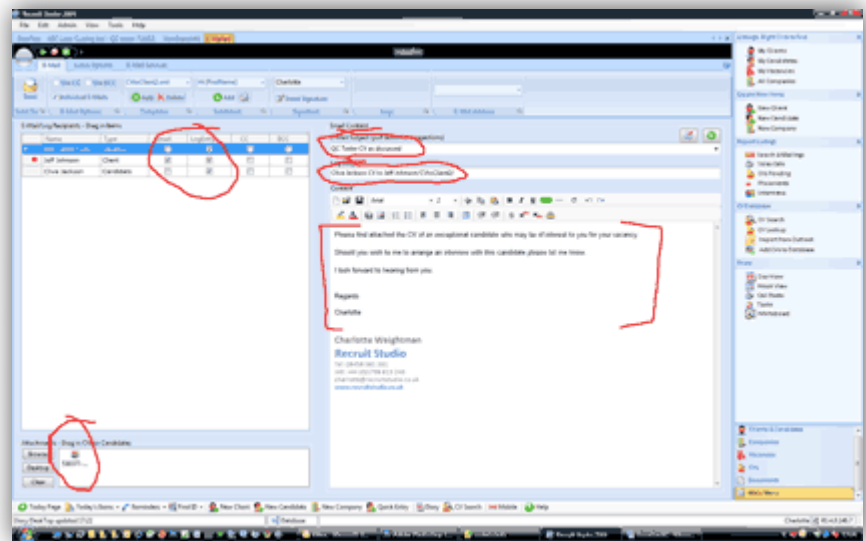


- Click the 'Email' button and then choose 'Email selected Candidates' CVs to Client'.



- The E-mailer will open and the recipients' panel will contain the Client and Candidate.

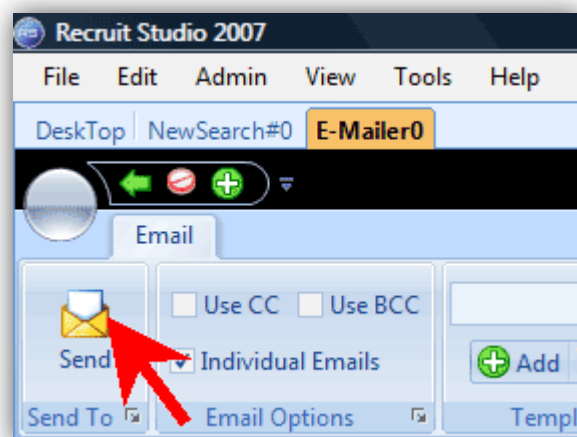
*Note that only the client will receive an email but the candidate will receive a log. The candidate's public CV will be attached to the email.*



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.

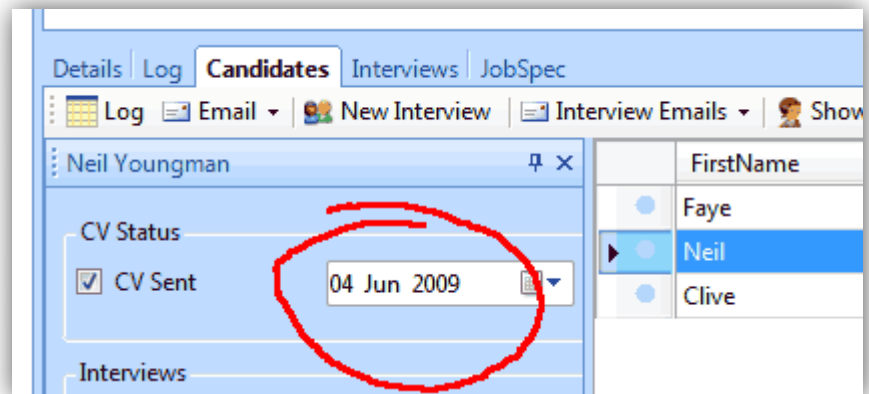
- When you are ready to send the email, click 'Send' and the email will be generated and sent through your email client program.

*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.*

6. When you are finished, close the Emailer and the logs will be updated. Return to the Candidates shortlist and the CV Status box will be updated to show the date that the CV was sent to the client.



*See also:*

- *Getting started with Emailing for basic tips on creating emails*
- *How do I shortlist candidates for a vacancy?*
- *How do I format a CV?*
- *How do I make a CV public?*