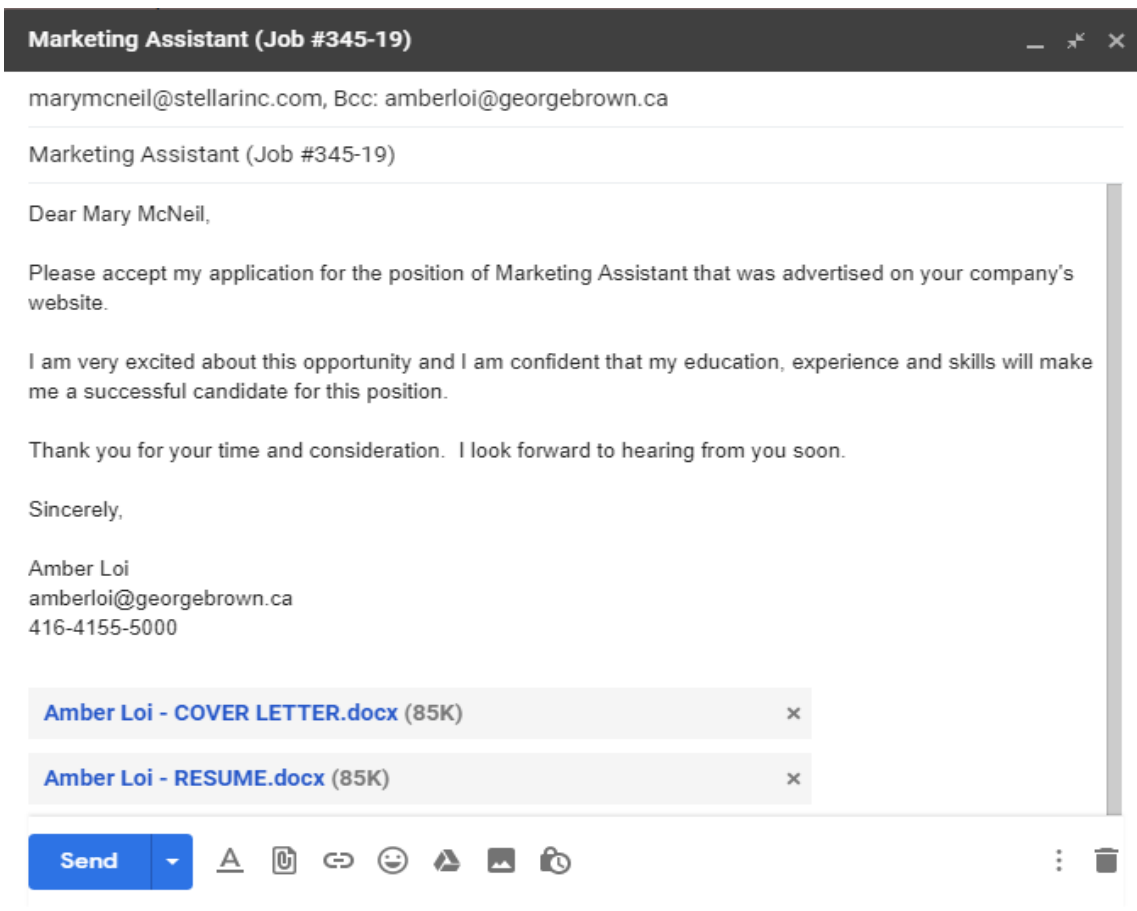


1. **Save as PDF or Word (.doc)** and **name documents**, so employer knows whose résumé and cover letter it is (example: *amberloiresume.doc* and *amberloicoverletter.doc*).
2. **Write a brief email** not longer than two or three short paragraphs.
3. Include the job number and/or job title in the **'subject line'**.
4. Include an **email signature** with your contact information (your name, email, and phone number).
5. **Attach résumé and cover letter.** Follow the employer's instructions as they may ask you to attach them in one document.
6. **Proofread** for grammar and spelling. Ensure you have subject, signature and attached documents.
7. When sending also **send to yourself** by Bcc (blind carbon copy) so you have a copy for your records.



Additional Resource: [resume.com/georgebrown](https://resume.com/georgebrown)

**St. James**, 200 King Street (Room 155B), 416-415-5000 ext. 3818 [sjcareercentre@georgebrown.ca](mailto:sjcareercentre@georgebrown.ca)  
**Casa Loma**, 160 Kendal Avenue (Room C317), 416-415-5000 ext. 4100 [clcareercentre@georgebrown.ca](mailto:clcareercentre@georgebrown.ca)  
**Waterfront**, 51 Dockside Drive (Student Success Hub), 416-415-5000 ext. 5301 [wfcareercentre@georgebrown.ca](mailto:wfcareercentre@georgebrown.ca)

**GBCareers** – view job postings, events and book appointments: [gbcareers.georgebrown.ca](https://gbcareers.georgebrown.ca)

\*Updated Feb 2020