

- 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.

Marketing Assistant (Job #3	45-19)		_ * >
marymcneil@stellarinc.com, 8	Bcc: amberloi@georgebrown.o	ca	
Marketing Assistant (Job #34	.5-19)		
Dear Mary McNeil,			
Please accept my application fo website.	r the position of Marketing Assis	tant that was advertised on	your company's
I am very excited about this opp me a successful candidate for th		my education, experience a	and skills will make
Thank you for your time and cor	nsideration. I look forward to hea	aring from you soon.	
Sincerely,			
Amber Loi amberloi@georgebrown.ca 416-4155-5000			
Amber Loi - COVER LETTER	.docx (85K)	×	
Amber Loi - RESUME.docx (85K)	×	
Send - <u>A</u> [] G	o 🕁 🔺 🗖 🔞		:

Additional Resource: resume.com/georgebrown

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

GBCareers – view job postings, events and book appointments: gbcareers.georgebrown.ca *Updated Feb 2020



email application tips

Résumé