

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 #345-19)

marymcneil@stellarinc.com, Bcc: amberloi@georgebrown.ca

Marketing Assistant (Job #345-19)

Dear Mary McNeil,

Please accept my application for the position of Marketing Assistant that was advertised on your company's website.

I am very excited about this opportunity and I am confident that my education, experience and skills will make me a successful candidate for this position.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Amber Loi
amberloi@georgebrown.ca
416-4155-5000

Amber Loi - COVER LETTER.docx (85K)

Amber Loi - RESUME.docx (85K)

Send

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