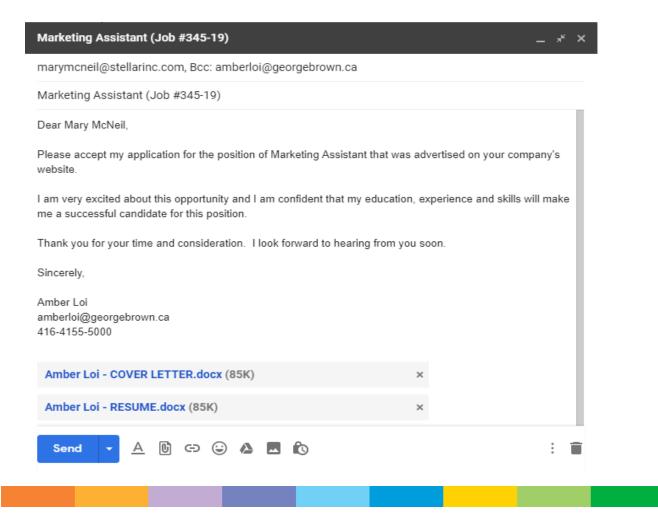




- 1. **Save as PDF or Word (.doc)** and **name documents,** so employer knows whose résumé and cover letter it is (example: *amberloiresume.doc* and *amberloicoverletter.doc*).
- 2. **Write a brief email** not longer than two or three short paragraphs.
- 3. Include the job number and/or job title in 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

**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