

Email Job Application Tips

Sending job applications has never been easier. Learn how to compose professional emails that get results. Get noticed, get interviewed, get hired.

SAVE AS PDF OR WORD (.DOC) AND NAME DOCUMENTS

Save as PDF or Word (.DOC) and name documents so the employer knows whose resume and cover letter it is (example: *amberloiresume.doc* and *amberloicoverletter.doc*)

1

SUBJECT LINE

Include the job number and/or job title in the 'subject line'

2

WRITE A BRIEF EMAIL

Whenever possible, address the recipient by their name, e.g., "Dear John Smith" or "Dear Hiring Manager." Write a brief email no longer than two or three short paragraphs. While job application emails should be professional, they may be less formal than cover letters. The tone can vary based on the company culture and your level of familiarity with the recipient.

3

EMAIL SIGNATURE

Include an email signature with your contact information (your name, email, and phone number)

4

RESUME AND COVER LETTER

Follow the employer's instructions as they may ask you to attach them in one document or as specific file types. Be sure to mention which documents you have attached in your email.

5

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PROOFREAD

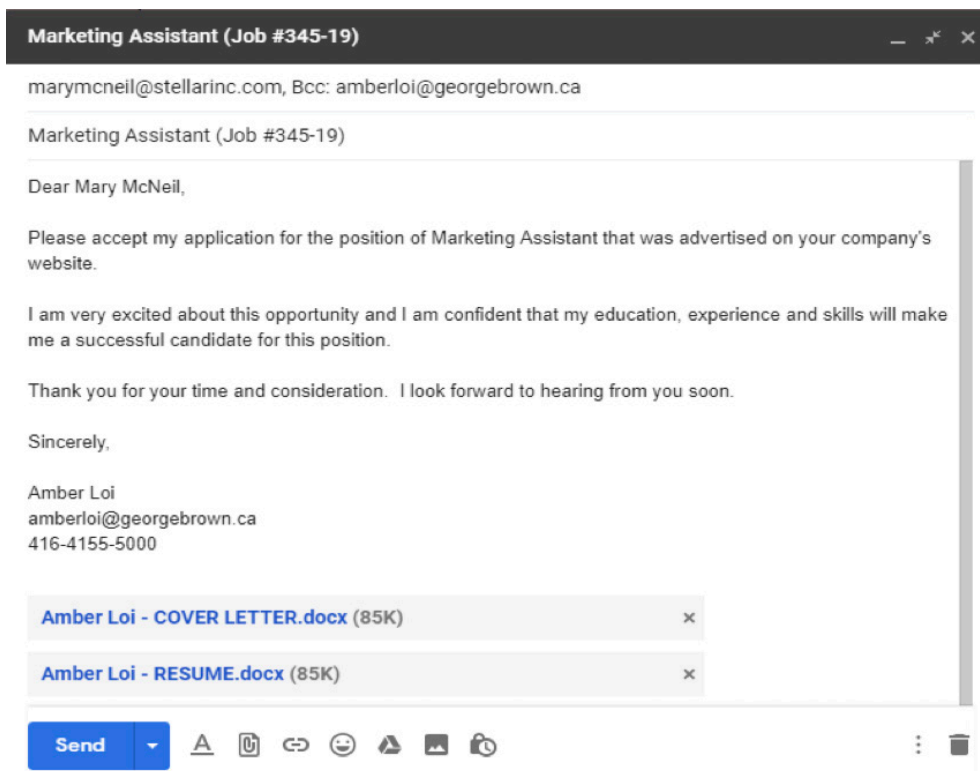
Proofread for grammar and spelling. Ensure you have subject, signature and attached documents.

6

7

SEND TO YOURSELF

When sending also send to yourself by Bcc (blind carbon copy) so you have a copy for your records.



Choose sustainability and conserve resources by opting for digital copies instead of printing. If you require a printer-friendly version, visit our website by scanning the QR code or visiting: www.georgebrown.ca/careerservices/printedtipsheets