**July 10, 2022**

Proposal notes:

* Team of 1, 2 or 3 (start at 10 pages, 15 pages, 20 pages, depending on team size)
* One idea that you’re trying to sell to the professor
* Not necessarily in your field of study

Correspondence:

* Envelope: Return address in top left, destination in the middle, top right is your stamp ($1.10).
* Big envelope: Return address in top left, destination in middle, top right is stamp ($1.94).
* Don’t write To or From
* Resumes: must use cover letter (put everything in separate files)

Letter Structure:

* Top left: name and address (DO NOT USE CONCORDIA LETTER HEAD)
* Difference between English and French format
* In English: comma between address number and street, the word Avenue is always capitalized and there is a comma in between the City and Province
* Ex:

Your Name

123, Hello Avenue

Montreal, Quebec

H54 2Z6

July 10, 2023

* In French: no comma between address number and street, the word avenue, rue, boulevard are always lower cased and province is put in between parenthesis (you can also use the shorthand ID of the province)
* Ex:

Your Name

123 avenue Hello

Montreal, (QC)

H54 2Z6

10 juillet 2023

* Font : Calibri 11, Ariel 10
* After that, add the date below the return address.
* In English, month is capitalized in format MM DD YYYY
* In French, month is NOT capitalized in format DD MM YYYY
* International: YY MM DD
* After that, add the destination (person you are sending to):
* In English, these are the following salutations:
  + Miss (not married)
  + Mrs (married)
  + Ms (if you don’t know – safe option)
* You must let the other person know how to be greeted.
* Next up is subject letter: (Re: for English and Objet: for French)
* Dear Sir/Madam:
* Avoid: To whom it may concern

Letter Content:

* Introduction:
  + Introduce yourself (one sentence)
  + Introduce the situation (one sentence)
* Body
  + Explain the situation in 4 or 5 sentences.
* Conclusion
  + State your expectation or what you would like.
  + Always thank the person reading the letter for their consideration
* Closing remarks
  + Sincerely, Yours Truly …
* Signature
  + Sign your letter (handwritten signature makes it more personnel)
* Enclosure
  + If there is any attached document with the correspondence, write Encl.
  + You write the types of documents attached.
* Carbon Copy
  + Name the people you are sending the same documents
* Use the full page of the letter

Memorandum and emails

* Company (From)
* Write From: your name
* Destination (To)
* Write To: my name
* Date
* Write Date: September 1, 2020 that is the date of the memo
* Subject

Ex of letter format:

Sender

Date

Destination

Re (or Object: in French):

Dear \_\_\_\_\_\_:

Content

Encl

CC (carbon copy)

Initials/ (slash means I wrote it myself)

I would like to express my gratitude for considering my recommendation report. If you require any further information or assistance, please feel free to reach out to me. Your satisfaction is of utmost importance, and I am committed to helping you make the best choice for your lawn care needs.

Ex of Memo format:

Memo

From: your name

To: Bruno Grenier

Date: July 10, 2023

Subject: Title of your memo