**Content Editor**

Essentia Modern Essentials Inc. - Vancouver, BC

Temporarily remote

**Apply Now**

Essentia Modern Essentials Inc. has posted this job directly to Indeed. When you apply on Indeed, we will send your application to their email.

**Job description**

We are seeking full-time editors who love to write, pitch content strategies, catch grammar mistakes, and exercise their curiosity for our informational platforms! Our company, Essentia Holdings aims to simplify complicated and lengthy information through eye-catching and informative illustrations. We aren’t asking you to edit research papers or essays (that’s for school). We want to give you a voice to help shape our brand and to help others understand the information easily.

Ideal candidates will use their passion for writing to review, edit and improve a range of topics. Also, we want to leverage your interests in the work we do together. You won't be editing the entire time! There will plenty of opportunities to take ownership of content creation from multimedia planning to topic choices. If you love to share insight and explain concepts while being mindful of the audience, you will fit right in.

Our Company
Essentia Holdings is a holding company based in Vancouver. It possesses a variety of child companies in different sectors ranging from B2B, e-commerce, technology, and design.
Responsibilities

* Edit copy to align with an in-house style guide in tone, agreement and style
* Proofread content for grammar, punctuation, spelling errors and inconsistencies.
* Editing and polishing existing content to improve readability.
* Creating compelling headlines and body copy that will capture the attention of the target audience
* Verify facts, dates and information in the copy

Qualifications

* Bachelor’s or Master’s degree in English, Literature, Journalism, Communications or equivalent
* Experience writing and editing topics on technology, finance or fashion is beneficial but not required
* Have an interest in technology, finance or economics is a bonus but not required
* Strong communication, research, and typing skills.
* Excellent writing and editing skills in English

Please submit your resume and if possible, any written content or work you would like us to review.

Benefits:

* Work from home
* Opportunities to lead projects

Job Type: Full-time

Schedule:

* 8 Hour Shift

Education:

* Bachelor's Degree (Preferred)

Language:

* English (Required)

Work remotely:

* Temporarily due to COVID-19

15434 98 Avenue

Surrey, BC V3R 7G4

August 12, 2020

Brenda Yim

Essentia Modern Essentials Inc.

info@essentialholdings.com

Vancouver, BC, V5X 0C3

Dear Ms. Yim,

My name is Cathy Liu and I am currently a 5th year UBC student majoring in English Literature with a minor in Psychology. I came across your job posting for a content editor at Essentia Modern Essentials Inc. and would like to be considered.

In my attached resume, you will be able to see my experience working both in an office setting and in customer service. From my time working, I have gained valuable skills that helped me improve individually and with a group. I understand the importance of editing and have a strong ability to proofread for mistakes. One of your qualifications stated that it would be beneficial for a candidate is having an interest and experience in technology. I have studied Computer Science for two years before my transition to English and have a good base understanding which showcases my range of interests and abilities.

I am hardworking and my experiences in my studies and in the workforce have prepared me for the challenges and responsibilities of this position. I strongly believe that I will be a great fit for your company. I look forward to hearing back from you. If you have any questions or concerns, please feel free to contact me by email (cathyliu0627@gmail.com) or by phone (604-537-3633). Thank you for your time.

Sincerely,

Cathy Liu

Enclosed: Resume

15434 98 Avenue

Surrey, B.C. V3R 7G4

(604) 537-3633

cathyliu0627@gmail.com

Cathy Liu

|  |  |  |
| --- | --- | --- |
| Transferrable Skills |  | * **Effective communication and leadership skills from leading and organizing a class project.**
* **Patience and ability to handle stress and pressure due to working in previous fast-paced environments.**
* **Strong organizational skills and follows rules and procedures responsibly**
 |
| Work Experience |  | UBC AMS BLUECHIP CAFE, Customer service representative/barista*August 2017 – May 2018** Maintaining composure and calmness during busy, large crowds
* Adapting quickly to different workstations (food prep, drinks, till)
* Learning how to make various coffee beverages

Lotto! Booth, Sales Associate*October 2015 – August 2016** Working with large sums of money in a fast-paced environment
* Consistently following rules such as checking for id, asking for signatures
* Maintaining a clean and organized workspace

Two Pillars Construction ltd.*June 2014 – January 2015** Secretary and organizational work such as filing
* General labour
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| Volunteer Experience |  | Ride to conquer cancer, food service volunteer*48-hour event, June 2014** Working closely with event participants to prepare and serve food
* Setting up and cleaning equipment

goodness in humanity class project, group leader/organizer*November 2014 – December 2014** Organized a bake sale to fundraise for the Food Bank
* Collected clothing, food, and donations for the Food Bank and NightShift
* Worked closely with group members to organize each event smoothly
* Volunteered at the Little Pop-Up Soup Kitchen to provide drinks and a meal for the homeless; also setting up equipment and decorations
 |
| Education |  | JOHNSTON HEIGHTS SECONDARY SCHOOL *Graduated in 2016** ‘A’ Honour Roll Student

University of british columbia*September 2016 – Present** Fifth year student; major in English and minor in Psychology
 |
| references |  | NATALIE CHEW – Previous manager of the Lotto! Booth | *(604) 809-7075***SEAN CHEW** – Previous manager of BlueChip Cafe | *(604) 375-0769* |

15434 98 Avenue

Surrey, BC V3R 7G4

August 12, 2020

Natalie Chew, Store Manager

Guildford Lotto!

10355 152 Street

Surrey, BC V3R 7C1

Dear Natalie,

I hope you are doing well. I have been studying English Literature for the past five years since leaving Lotto. I am graduating this coming year and have been looking to apply to job postings. I am currently trying to apply to become a content editor at Essentia Modern Essentials Inc. For this reason, I am writing to you in hopes that you can write me a letter of reference.

As my first job, working at Lotto! was key in helping me gain valuable skills. I learned the importance of working individually, but also cooperating with others. What I learned from working here will surely help me wherever I work.

If you feel you are able to send me a letter of reference, please email it to cathyliu0627@gmail.com. I have enclosed my resume for you to review. Thank you for your time and I look forward to hearing back from you.

Kind regards,

Cathy Liu

Enclosed: Resume

15434 98 Avenue

Surrey, BC V3R 7G4

August 12, 2020

Sean Chew, Store Manager

Blue Chip Cafe

6133 University Blvd #3500

Vancouver, BC V6T 1Z1

Dear Sean,

I hope you are doing well. As you may remember, I am in my fifth year at UBC studying English Literature. I am graduating this coming year and have been looking to apply to job postings. I am currently trying to apply to become a content editor at Essentia Modern Essentials Inc. For this reason, I am writing to you in hopes that you can write me a letter of reference.

From working at this café, I learned the importance of time management. From the busy crowds and massive line of students, I learned how to depend on my own abilities to handle the orders. This is a valuable skill that will help me greatly when looking to edit large amounts of work.

If you feel you are able to send me a letter of reference, please email it to cathyliu0627@gmail.com. I have enclosed my resume for you to review. Thank you for your time and I look forward to hearing back from you.

Kind regards,

Cathy Liu

Enclosed: Resume

15434 98 Avenue

Surrey, BC V3R 7G4

August 12, 2020

Lora Qualizza, Assistant CEO

Two Pillars Construction Ltd.

9712 190 Street

Surrey, BC V4N 3M9

Dear Ms. Qualizza,

I hope you are doing well. I have been studying English Literature for the past five years at UBC and I am looking to graduate this coming year. As a result, I have been applying to job postings. I am currently trying to apply to become a content editor at Essentia Modern Essentials Inc. For this reason, I am writing to you in hopes that you can write me a letter of reference.

Working at Two Pillars, it provided me with the experience to work in an office setting. With your guidance, I was able to become familiar with this unfamiliar setting. You made it a comfortable experience which I thank you for. The skills I learned from here will help me greatly when applying to this position.

If you feel you are able to send me a letter of reference, please email it to cathyliu0627@gmail.com. I have enclosed my resume for you to review. Thank you for your time and I look forward to hearing back from you.

Kind regards,

Cathy Liu

Enclosed: Resume