



TIPS for Canadian Resume & Cover Letter Writing

Your schoolwork is the #1 priority, but if you plan to look for part-time work while you study in Canada, here is a checklist to help you prepare your Canadian resume & cover letter before you arrive.

TIP: Keep it short.

- ☐ **My resume is no longer than 2 pages.**
 - Employers are hesitant to look at resumes longer than 2 pages.
 - Typically, employers only take one minute to review each resume.
- ☐ **My cover letter is no more than one page single spaced.**

TIP: Change your resume for each job.

- ☐ **My resume reflects the job title that I'm applying for.**
 - If applying to different job titles, you need to change your resume.
 - Make sure your resume is specific to the position you're applying for.

TIP: Include volunteer work.

- ☐ **My resume includes my volunteer work experience.**
 - Employers like to see that you are active in the community.
 - Any volunteer experience is good; it doesn't matter if it is not relevant to the job.

TIP: Make sure you format correctly.

- ☐ **My resume uses headings to organize information.**
 - Headings ensure your information is presented in a neat and consistent manner.
- ☐ **My resume uses consistent font and spacing throughout.**
 - Make sure it is all the same font, font size, and line spacing to ensure a professional look.
- ☐ **My resume and cover letter both use the same font.**

TIP: A cover letter should complement a resume.

- ☐ **My cover letter tells the employer why I want the job.**
- ☐ **My cover letter tells the employer what skills I can bring to the company.**
 - Don't talk about things that are already included in your resume.
- ☐ **My cover letter reflects the job that I'm applying for.**
 - Write a custom cover letter that includes key points and words that relate to the job.

TIP: Only include relevant information on your resume and cover letter.

- ☐ **My resume does NOT include the following:**

• Photo(s)	• Physical characteristics like weight, height, etc.	• Information about my relatives
• My date of birth or age	• Hours available to work	
• My gender	• Statement certifying truth of information	

TIP: Be aware of false and fraudulent job offers.

Unfortunately there are people out there that make fake job offers to collect your personal information. They can do this in many different ways. For example, some may ask you to enter a cheque they send in the mail to deposit to your account. Please be aware of fraudulent offers and avoid those that ask you to deposit cheques – they are false offers and you will lose money after accepting them.

What's next? Once you've checked to make sure your resume and cover letter meet Canadian guidelines, you're ready to start applying for jobs! Or, you can get more help and resume samples from Fleming's Career Services at www.flemingcollegecareerservices.ca