

JOB SEARCH COMPETITION

APPENDIX C

Information contained in the charts below represents minimum expectations for the cover letter and resume components of the Job Search Competition. The general overviews and tips should be used to assist competitors in effectively creating these required documents.

COVER LETTER - A cover letter is a formal letter that accompanies your resume. The cover letter introduces the applicant and should convince a potential employer that they are the right person for the job.

Minimum Expectations	Overview/ Tips
<ul style="list-style-type: none">- One page- Maximum 3-4 paragraphs- Appropriate representation of skills with evidence- Contain date, accurate address details, appropriate salutation and closing- Margins of .75" - 1.00"- Consistency in font and size (10 or 12)- Error free (grammar and spelling)	<ul style="list-style-type: none">● Create a well-constructed opening paragraph, body and closing paragraph● Introduce yourself, identify the position that you are applying for, and explain how you learned about the position● Explain why you are qualified for the position, and why you would be a great fit for the job● Close your Cover Letter by thanking the employer for their consideration, and request an interview to further discuss your qualifications● Tailor the letter to match the requirements of the position● Personalize your letter to the hiring manager and ensure correct spelling of their name● Stress how you will add to the organization● Project confidence and be positive● Be specific; focus on skills and qualities that distinguish who you are● Provide sufficient evidence to let the employer know that you can be a good fit.

RESUME - A resume is a self-marketing tool where you highlight your qualities, skills and experiences with the goal of obtaining an interview. A resume should always be considered a work in progress – it should continually be updated as you finish school, change jobs, receive awards, etc. Much like your cover letter, the resume must be tailored to the position you are applying for.

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Minimum Expectations	Overview/ Tips
<ul style="list-style-type: none"> - Maximum 2 pages - Succinct profile statement - Appropriate headers for each section - Minimum expectation for headers includes Education, Work Experience, Extra Curricular or Other Experiences, Certifications and Skills/ Interests - Information and dates must be presented in reverse chronological order - Relevant representation of skills and other evidence - Margins of .75" - 1.00" - Consistency in font size and style for headers - Consistency in font size (10 or 12) and style for body - Error free (grammar and spelling) 	<ul style="list-style-type: none"> ● Should be structured so that the reader can make connections between you, your experience and the requirements of the job ● Organize and present key information by using appropriate headers (headings are effective in separating details and make your resume more visually appealing) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <ul style="list-style-type: none"> → Contact Information → Profile Statement → Skills and Abilities You've Developed → Your Education → Work Experience (including Co-op experience) </div> <div style="width: 48%;"> <ul style="list-style-type: none"> → Extra-Curricular Activities → Volunteer Experiences → Achievements → Certifications you've earned → Hobbies and Interests </div> </div> <ul style="list-style-type: none"> ● Be clear in making connections between you, your skills and the job in a brief but clear profile statement (snapshot of your skills, accomplishments, and knowledge) ● Make sure you include information in your resume that is relevant to the job you are applying for ● Provide concrete relevant examples ● Use action words; it draws more attention to the information you are including about your experiences ● Your resume is a business document, so make sure that you use professional language and design ● Be honest – Never lie on your resume. You should be prepared to talk about any skills or experiences you put on your resume ● Proofread – Have multiple people review your resume to avoid mistakes.

Competitors should also review the Skills Competence Canada's [Job Search Tips](#) booklet to support them in creating their cover letters and resumes.