

JOB SEARCH COMPETITION

APPENDIX B

Information contained in the charts below represents minimum expectations for the cover letter and résumé components of the Job Search Competition. This information is provided to assist competitors in effectively creating all documents and meeting competition requirements.

Cover Letter - A cover letter is a formal letter that accompanies your Résumé. The cover letter introduces the applicant and should convince a potential employer that this person should be interviewed for the job.

Minimum Expectations
<ul style="list-style-type: none">• One page• Maximum 3-4 paragraphs• Include description of skills with examples (this is your evidence)• Contains date, accurate address details, appropriate salutation and closing• Margins of .75" - 1.00"• Consistency in font and size (10 or 12)• Error free (grammar, spelling - no slang or acronyms!)
Overview/ Tips
<p>(this checklist can help you review and finalize your work before submitting)</p> <ul style="list-style-type: none"><input type="checkbox"/> Create a well constructed opening paragraph, body and closing paragraph<input type="checkbox"/> Introduce yourself, identify the position that you are applying for, and explain how you learned about the position<input type="checkbox"/> Explain why you are qualified for the position, and why you would be a great fit for the job<input type="checkbox"/> Close your Cover Letter by thanking the employer for their consideration, and request an interview to further discuss your qualifications<input type="checkbox"/> Tailor the letter to match the requirements of the position<input type="checkbox"/> Personalize your letter to the hiring manager and ensure correct spelling of their name<input type="checkbox"/> Stress how you will add to the organization<input type="checkbox"/> Project confidence and be positive<input type="checkbox"/> Be specific; focus on skills and qualities that distinguish who you are<input type="checkbox"/> Provide sufficient evidence to let the employer know that you can be a good fit.

Résumé - A résumé is a self-marketing tool where you highlight your qualities, skills and experiences with the goal of obtaining an interview. A résumé should always be

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considered a work in progress – it needs to be continually updated as you complete school, change jobs, receive awards, develop new skills etc. Much like your cover letter, the résumé must be tailored to the position you are applying for.

Minimum Expectations	Overview/ Tips
<ul style="list-style-type: none"> - Maximum 2 pages - Brief 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 résumé more visually appealing) <ul style="list-style-type: none"> <li style="width: 50%;">→ Contact Information <li style="width: 50%;">→ Extra-Curricular Activities <li style="width: 50%;">→ Profile Statement <li style="width: 50%;">→ Volunteer Experiences <li style="width: 50%;">→ Skills and Abilities You've Developed <li style="width: 50%;">→ Achievements <li style="width: 50%;">→ Education <li style="width: 50%;">→ Certifications you've earned <li style="width: 50%;">→ Work Experience (including Co-op experience) <li style="width: 50%;">→ Hobbies and Interests ● 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 résumé that is relevant to the job you are applying for ● Provide concrete relevant examples ● Use action words; it makes your examples more impactful (examples of action verbs that can be used in a résumé can be found here) ● Your résumé is a business document, so make sure that you use professional language and design ● Be honest – Never lie on your résumé. You should be prepared to talk about any skills or experiences you put on your résumé ● Proofread – Have multiple people review your résumé 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 résumés.