

FINDING A JOB IN CANADA

How to Apply for Jobs in Canada



Applying for a job in Canada involves three steps: **1) a resume; 2) a cover letter; and 3) company and job research.**

Step 1) Develop a resume

In Canada, a resume or curriculum vitae (c.v.), is an important tool when you look for a job. A resume tells an employer who you are, what you have done in the past, what your qualifications are, and why you want the job.

Resumes may include information under headings like **Contact Information, Job Goal, Related Skills, Education, Work Experience, Duties, Additional Experience, Interests/Activities, References.** Below are details about what you should include in each section:

Contact Information

- name - your full name, typed in a larger font;
- address - your address, written out in full;
- telephone number - your home phone number with area code, and a contact number for messages if you do not have an answering machine; and
- e-mail address.



Job Goal

In one sentence, describe your job goal. This tells the employer about career objectives. Try to link your job goal to the job for which you are applying.

Related Skills

List the special abilities and skills that relate to the job for which you are applying. You can use skills from paid or unpaid work, volunteer experience, and even hobbies.

Education

List your education, starting with the most recent diploma or training course according to date. Include the name, city and country of each school you attended (secondary and beyond), the type of programs you took, your areas of interest, and the years you completed. List your certificates or diplomas, including those for mini-courses like a computer

or software course, first-aid, small engine repair, or any other training that might be useful to the job you want.

Work Experience

List the companies or organizations where you worked or volunteered. Be sure to include where they are located (cities and countries), the dates (month, year) you worked and the positions you held.



Duties: Outline the type of tasks you carried out, starting from the one that took most of your time, or involved the most responsibility. List no more than five duties for each job.

Additional Experience and Skills

Use this section to include information about languages you speak, software programs you know, and other abilities that relate to the job. If there is a lot of information, break it into separate sections with specific headings.


Interests/Activities

Briefly outline a few of your interests and activities that demonstrate something about you. Be sure to mention achievements or awards you may have received and volunteer experience you may have.

References

A reference is someone who can vouch for your character (and work experience if relevant). Some Canadian employers may prefer Canadian references. Think carefully about who can act as your reference, and ask them if it is okay to give their names. This person could be a previous employer, colleague or friend. Type the names, addresses, and phone numbers of up to three references on a separate piece of paper that matches your resume. Only give your references to a potential employer when asked.

Keep your reference list up to date. If you can, give your references an idea of the type of job you are applying for and, whenever possible, let them know when an employer will be calling them.

Note: The above resume format represents one type of resume. For more examples of other types, visit Service Canada's Training and Careers  [\[www.jobsetc.ca\]](http://www.jobsetc.ca) Web site.

Step 2) Writing a Cover Letter

A cover letter is your introduction to a potential employer. A cover letter should be concise, well-written and tailored to a company and job. This may mean that you prepare a different resume and cover letter for each job.

Cover Letter - Helpful Hints

- Refer to the title of the job for which you are applying. If there is a reference or file number, you should include it.
- Address your letter to the appropriate contact person, either the employer or a human resources officer. Use their name and title. Phone or e-mail the company if the advertisement does not identify a contact person. Do not assume a person is male or female based on a first name.
- Mention how you learned about the job (job posting, newspaper article, or from someone you know). Refer to what the company does and how your skills, abilities and experience can be a valuable addition to the company.
- Provide your name, phone number, address and e-mail address.
- Keep your letter to one page. Type or print it on good-quality, standard letter paper (8 ½ x 11).
- Proofread your letter, and ask someone else to read it as well. Correct the errors, and print a clean copy.

Step 3) Company and Job Research

Learning about the company and the job can help you write your resume, cover letter and prepare you for an interview.

- What does the employer or company do?
- What is involved in the position you're applying for?
- What qualifications do you need for the position?
- What skills is the employer looking for?
- Who are the customers or clients?
- What kind of reputation does the employer have?

Tip: Allow time for delivery. E-mail, mail or hand-deliver your cover letter and resume. Keep a copy for your files, and note the date that it was sent out.

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Interviews

An employer will often interview several qualified applicants for a job. An interview can be a simple, informal meeting between you and your potential employer, or it can be a formal interview between you and a group of people with set questions. To prepare, learn about interviews according to four steps: **1) Planning; 2) Interview materials; 3) Interview; and 4) After the interview.**

Step 1) Planning

When you are contacted to schedule an interview, you can ask if there will be a test as part of the interview process. You can also ask how many people will be at the interview

When you prepare for an interview, plan and rehearse answers to potential interview questions. It may be useful to memorize your training, skills and experience, and be ready to answer questions on what you did and how you did it.

Libraries and bookstores also have books with possible interview questions.

Confirm the scheduled interview time and arrive early. Find out ahead of time where you are going and how long it will take to get there. Drive or travel the route a day or two ahead, at the same time of day as you will on the day of the interview. Set aside at least an hour for the interview.

Step 2) Interview Materials

Carry a folder or envelope to the interview that contains:

- A copy of your resume for each interviewer.
- Copies of your reference list.
- Paper and a pen, so you can write down the interviewer's name, the time of any future interview, or other information you might need later.
- Copies of letters of recommendation, if you have any.

Step 3) Interview

Here are some suggestions to help you succeed in an interview.

- Greet the interviewer or panel members. Introduce yourself and shake hands firmly. Smile. A sincere smile will help to put you, and the interviewer, at ease. Stand until you are invited to sit down.
- Let the interviewer or panel members take the lead and set the tone. Make eye contact, and answer the questions in a firm, clear, confident voice. Relax

and sit naturally. Be prepared to tell the interviewer more about your education, training and skills, work experience, and the personality traits that make you right for the job.

- Ask for more explanation if you do not understand a question. It is better to ask for clarification than to answer inappropriately.
- During the interview, you may be asked if you have any questions. This is where the research completed in Step 3 "Cover letters and Resumes" will be useful. Prepare a couple of questions that show you are informed about the company. Ask for more information about the position for which you are being interviewed.

Step 4) After the interview

After an interview, you may wait days or weeks to hear if you were successful. What can you do in the meantime?

- **Write a letter to the interviewers:** Thank the interviewers for taking the time to interview you. Restate your interest in the job and remind them of your qualifications. If possible, mail or e-mail the letter the same day as your interview.
- **Go over the interview in your mind (Reflection):** Consider what parts went well and did not, what you feel worked and what did not, what you would say or do differently the next time. This will help you learn from each interview.
- **Follow-up call:** If the employer is supposed to call you on a certain day, be available to take the call. If you are not called at the specified time, make a follow-up call. If you agreed to call the employer back, be sure to do it on the agreed-upon day. If you did not make any arrangements, and you have not heard from the employer in about two weeks, call to find out the status of the hiring process.
- **Ask questions:** If you find out you did not get the job, you can ask why. "Can you tell me what would have made me a better candidate for the position?" Ask if the employer knows of any other job openings in your line of work. Always thank the employer or personnel manager for considering you. Be professional and polite. Even if you do not get the job, you never know when the employer may be hiring again.

You can learn more about interviews as well as writing resumes and cover letters by visiting Service Canada's Training and Careers 🇨🇦 [www.jobsetc.ca] Web site.