

# Ontario



## COVER LETTER

Contact:  
123 456 789  
email  
Address 123  
12345 City, Country

Social:  
facebook  
twitter

APPLICATION

MONDAY 19/2/2017

### Application for a Job

Dear John Doe,

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Sincerely,  
*John Doe*

## RÉSUMÉ

Contact:  
123 456 789  
email  
Address 123  
12345 City, Country

Social:  
facebook  
twitter

### EDUCATION

- MAY 2009 - APRIL 2007 **UNIVERSITY**  
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- MAY 2002 - APRIL 2005 **HIGHSCHOOL**  
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### MY STUDY

- GRADUATE
- GRADUATE

### EXPERIENCE

- MAY 2012 - APRIL 2015 **COMPANY 03**  
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- MAY 2010 - APRIL 2012 **COMPANY 02**  
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- MAY 2007 - APRIL 2010 **COMPANY 01**  
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### MY JOBS

### SKILLS

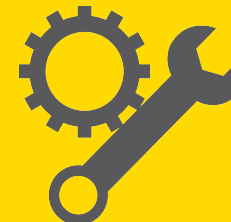
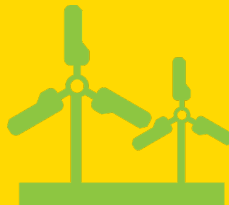
- PHOTO EDITING**  
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- VECTOR EDITING**  
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- MAGAZINE EDITING**  
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### INTERESTS

- TENNIS**  
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- FOOTBALL**  
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- SOCCER**  
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- BASEBALL**  
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# Top Résumé and Cover Letter Tips

Demonstrate your skills, knowledge and accomplishments with an effective résumé and cover letter to get the OPS summer position you want!



[www.ontario.ca/SummerStudents](http://www.ontario.ca/SummerStudents)

# Top 10 Résumé Tips

1. Be clear, concise and include only relevant information.
2. Do not exceed three pages in length.
3. Your resume needs to present your best work. Tailor your resume to the position by emphasizing skills and qualifications highlighted in each student job ad.
4. Use action verbs when describing duties, responsibilities and accomplishments. See page 5 for examples.
5. Provide examples of how you have demonstrated your skills and abilities through your education and/or work experience (paid, unpaid, volunteer, extra-curricular).
6. Write about previous jobs in past tense.
7. Use a simple format by avoiding italics, underlining and shading in the body of the resume and use standard fonts (e.g. Arial, Times New Roman) with a minimum size of 11. Avoid using pictures and graphics.
8. Do not include personal information such as your date of birth or Social Insurance Number (SIN).
9. Proofread to ensure there are no spelling, typing or grammatical errors.
10. You will be asked for references if you are selected for an interview.



# Top 10 Cover Letter Tips

1. Emphasize how your skills and qualifications match those of the position requirements.
2. Showcase why you are the ideal candidate for the position by emphasizing the top qualities that set you apart.
3. Structure your cover letter with an opening paragraph, mid-section and closing paragraph.
4. Do not exceed two pages in length.
5. Write your cover letter in your own words.
6. Include a header with your full name, telephone numbers (e.g. home, cell) and email address.
7. Provide a professional email address that is appropriate for the workplace.
8. Address the cover letter to “The Hiring Manager” or “To Whom it May Concern”. The hiring manager’s name and mailing address is not required.
9. Indicate the Job ID number from the job ad and job title in the Subject Line
10. Proofread to ensure there are no spelling, typing or grammatical errors.

## COVER LETTER

**Contact:**  
012 345 6789  
e-mail  
Address 123  
12345 City, Country

**Social:**  
@nickname  
/nickname

APPLICATION

MONDAY 19/2/2017

### Application for a Job

Dear John Doe,

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# Sample Résumé

Full Name

Phone Number | E-mail

Address

## Summary of Qualifications

- This is a snapshot of your key skills & accomplishments that can be supported by your work experience and education.
- Highlight your top skills, abilities and qualities, for example: “demonstrates excellent organizational and time management skills to consistently meet deadlines.”
- This is a short paragraph; it should be 3-4 sentences long.

## Education

- State the educational institutions that you attended and/or are still attending.
- List all relevant degrees/diplomas, year of graduation or expected year of graduation.
- State your specialization/major and any relevant courses.

## Work Experience

- Chronologically state your work experiences, including paid and unpaid work.
- List the most current experience first and then in descending order based on employment dates.
- Provide company name, your role/position and when you worked there.
- Describe your duties, responsibilities and accomplishments for each work experience.
- Ensure that your accomplishments are specific to the position you are applying to, relevant and factual.
- Where applicable, use numbers to support your accomplishments (e.g. hours, dollars, percentages, number of people, etc.).
- Use action verbs when describing duties and accomplishments, for example: analyzed, developed, organized and evaluated. Use professional language, and avoid using slang, jargon and acronyms.

## Volunteer/Extra-Curricular

- List relevant volunteer positions and extra-curricular activities.
- State the organization’s name, your role/position and dates worked. Describe your duties, responsibilities and accomplishments.

## Certifications/Technical Skills/Languages

- Use this section to capture any other skills or qualifications that you have, and were not able to outline in previous sections.



- State any certifications and licenses you have earned that are relevant to the position (e.g. Valid driver's license, First Aid Certification)
- If applicable, outline any specific technical skills you possess (e.g. proficiency in a computer software or system)
- State any language(s) other than English in which you are fluent (e.g. French).



# Sample Cover Letter

Full Name

Phone number | E-mail address

Date

RE: [Job ID], [Student Job Title]

Opening Paragraph: This is the introductory section of your cover letter. This is your opportunity to outline why you are interested in the position you are applying for, and why you are the ideal candidate for the position. Briefly identify what you have to offer the organization.

Mid-Section (1–2 paragraphs): Highlight your top skills and key work experience as they relate to the position. Provide detailed examples of where you have gained and demonstrated those skills and knowledge. List any relevant certifications and emphasize your educational background as it relates to the position you are applying for.

Closing Paragraph: Conclude your cover letter by outlining how you can add value to the organization and what makes you a strong candidate for the position. State your preferred method of being contacted and thank the hiring manager in advance for considering you for the position.

Valediction (e.g. Sincerely, Regards),

Full Name

*Enclosed: Résumé*

