**General guidelines:**

1. **Ensure the salutation (Mr./Ms) is pre-fixed before your name every time it’s used in draft.**
2. **Your name must be in proper letter case and should not be in bold.**
3. **Use Times New Roman font and size as 12.**

**Paragraph Specific guidelines:**

**Please adhere to below mentioned guidelines for drafting paragraphs:**

1. **ABOUT HCL AXON**: Should limit the content to one page, preferable use the same content as mentioned in sample draft.
2. **INSERT Co., Inc):** Should give basic client introduction and can include the duration of contract with HCL and assignments needs to be performed by HCL. Content should be less than 2 pages.
3. **Specialized Knowledge and Experience of NAME OF APPLICANT**: Should have only four paragraphs overall. 1st, 2nd and 4th paragraph should be in similar fashion as shown in sample document. 3rd paragraph should mention roles and responsibilities which you are going to perform in Canada. We don’t want generic list of job duties you should mentioned technical detail. Do not try to justify your specialised knowledge or give reasons as to why you should be working at Canada. Same shall be covered in next section (Advanced Expertise)
4. **Advanced Expertise:** Ensure to have below mentioned points included:
5. Tie-in each past work experience/skill-set with the proposed assignment in Canada
6. Why your unique experience and expertise makes you ideal for this particular Canadian project
7. Why it would take months or years to train a local programmer to be able to fulfil the candidate’s proposed duties on this particular project?
8. If you are already working with the client that is something to emphasize. Include your current roles, achievement related to this current client and draft a paragraph narrating how you can be better utilised at Canada due to this experience or you have edge over others for this profile due to your exposure/experience with the same client at location other than Canada.
9. If you get chance to work in USA, mention same in detail.
10. Summarise at the end in a paragraph (not in bullet points)

Overall idea is to convince Embassy that you are the best suitable person to perform responsibilities mentioned in third paragraph (Specialized Knowledge and Experience of NAME OF APPLICANT).

1. **Proprietary Knowledge:** You should start with a paragraph about your experience with the tools and categorise the tools in two/three categories:

HCL Tools

Client Tools

Other Tools

**Tools you mention in each category should be unique and not common and must include below mentioned:**

1. Introduction
2. How tool will be utilised/beneficial for Client.
3. Your experience with the tool and experience required by a Local Canada applicant to be trained on the tool.
4. Do not use diagrams/pictures unless you believe it shall add value.

Last four paragraphs should be in similar fashion as shown in sample document.

1. **Temporary Work Permit:** Please draft in similar fashion as shown in sample document. You can leave NOC code or salary as blank if you are not sure. Also the internal title must be your current designation.