

## Canada Ultimate Masterclass

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# WHAT IS A COVER LETTER?

A cover letter is a document sent alongside your CV when applying for jobs. It acts as a personal introduction and helps to sell yourself in a great way.

**A cover letter introduces you to an employer and asks them to think about your application.**

A cover letter is necessary as it gives you the chance to explain to an employer why you're the best candidate for the job. You do this by highlighting relevant skills and experience; therefore you should always write your cover letter with the position you're applying for in mind.

Not to be confused with personal statements for your CV, cover letters should complement your CV but not duplicate it.

If sending electronically, put the text in the body of the email rather than as an attachment, to avoid it being detected by spam filters.

Applications should always include a cover letter unless the job advert instructs you differently.

**It's a short letter, usually 3 to 5 paragraphs long.**

A cover letter is a one-page document that you submit as part of your job application (alongside your CV or Resume).

Its purpose is to introduce you and briefly summarize your professional background. On average, your cover letter should be from 250 to 400 words long.

A good cover letter can spark the HR manager's interest and get them to read your resume.

A bad cover letter, on the other hand, might mean that your application is going directly to the paper shredder. So, to make sure this doesn't happen, it's essential to know how to write a convincing cover letter.

# Tips For Writing A Cover Letter

When writing your cover letter, remember to:

- Write a new one for every job you apply for and make sure it's tailored to the company and the specific role
- Use the same font and size as you do for your CV, so it looks consistent
- Make sure the company name and recruiter's details are correct
- Use the right language and tone: keep it professional and match the keywords used by the employer in their job advert
- Show you've done your research into the job and the company
- Highlight your most relevant skills and experience to stand out from other applicants
- Double check spelling and grammar before you send it
- Keep a copy of your cover letter as they may ask you about it in an interview

## How To Write A Cover Letter

Before writing your cover letter it's important that you do your research. While reading the job description thoroughly is essential, it's often not enough.

To craft a successful cover letter, you need to discover more about:

- Who will be reading your cover letter
- The organisation and its culture
- The industry it operates in and any relevant news
- Company competitors and market position.
- The organisations goals over the next five years.

When writing your cover letter keep it brief, while making sure it emphasises your suitability for the job. It can be broken down into the following sections:

- **Header**; date, name, phone number and location at the top left side of your letter
- **Salutation**; addressing the Hiring Manager. This is important, as it sets a formal tone for your introduction and demonstrates you are professional in your communication.

Here are several other greetings you could use:

- Dear [Department] Hiring Manager
- Dear Hiring Manager
- Dear [Department] Team

Let us see the breakdown of each paragraph;

- **First paragraph** - The opening statement should set out why you're writing the letter. Begin by stating the position you're applying for, where you saw it advertised and when you are available to start.

### Write an Attention-Grabbing Introduction.

First impressions matter, especially when it comes to your job search.

Recruiters get hundreds, sometimes even thousands, of applications. Chances are, they're not going to be reading every single cover letter end-to-end.

So, it's essential to catch their attention from the **very first paragraph**.

One major problem with most cover letter opening paragraphs is that they're usually extremely generic. Most of them look something like this..

## Wrong Example

- Hey, my name is Jonathan and I'd like to work as a Sales Manager at XYZ Inc. I've worked as a sales manager at MadeUpCompany Inc. for 5+ years, so I believe that I'd be a good fit for the position.

See the issue here? This opening paragraph doesn't say pretty much anything except the fact that you've worked the job before.

Do you know who else has similar work experience? All the other applicants you're competing with.

Instead, you want to start off with **2-3 of your top achievements** to really grab the reader's attention. Preferably, the achievements should be as relevant as possible to the position.

So now, let's make our previous example shine:

## Correct Example

- Dear Josh,

My name's Michael and **I'd like to help XYZ Inc. hit and exceed their sales goals** as a Sales Manager. I've worked with Company X, a fin-tech company, for 3+ years. As a Sales Representative, **I generated an average of \$30,000+ in sales per month** (beating the KPIs by around 40%). I believe that my previous industry experience, as well as excellence in sales, makes me the right candidate for the job.

See the difference between the two examples?

If you were the hiring manager, which sales manager would you hire, Jonathan or Michael?

Exactly!

Now that we've covered the introduction, let's talk about the body of your cover letter. This part is split into two paragraphs: the first is for explaining why you're the perfect person for the job, and the latter is for proving that you're a good fit for the company.

So, let's get started...

- **Second paragraph** - Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the company.
- **Third paragraph** - Cover why you're suitable for the job, what attracted you to this type of work, why you're interested in working for the company and what you can offer the organisation. This is a good opportunity to show off your knowledge of the company.

Let us talk about the second and third paragraph together in details below;

This is where you show off your professional skills and convince the HR manager that you're a better fit for the job than all the other applicants.

But first things first - before you even write anything, you need to learn what the most important requirements for the role are. So, open the job ad and identify which of the responsibilities are the most critical.

As an example, let's say you're applying for the position of a Facebook Advertiser. You scan the job ad and see that the top requirements are:

1. Experience managing a Facebook ad budget of \$10,000+ / month.
2. Some skills in advertising on other platforms (Google Search + Twitter)
3. Excellent copywriting skills

Now, in this section, you need to discuss how you fulfil these requirements. So, here's how that would look for our example:

## Good Example

In my previous role as a Facebook Marketing Expert at XYZ Inc. I handled customer acquisition through ads, managing a *monthly Facebook ad budget of \$20,000+*. As the sole digital marketer at the company, I managed the ad

creation & management process end-to-end. Meaning, I created the ad copy, images, picked the targeting, ran optimization trials, and so on.

Other than Facebook advertising, I've also delved into other online PPC channels, including:

- Google Search
  - Twitter
  - Reddit
  - Quora
- 
- **Last paragraph** - Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates.

Use the right formal closing.

Once you're done with the final paragraph, all you have to do is write down a formal "goodbye" and you're good to go.

Feel free to use one of the most popular conclusions to a cover letter:

- Best Regards,
- Kind Regards,
- Sincerely,
- Thank you,

And we're finally done! Before sending off the cover letter, make sure to proofread it with software like Grammarly, or maybe even get a friend to review it for you.

Keep in mind, though, that a cover letter is a supplement to your resume, not a replacement. Meaning, you don't just repeat whatever is mentioned in your resume.

Once finished, read through the document and cut out any unnecessary words and sentences. Don't fill up space by repeating what's already covered in your CV. As a general rule only mention your current salary or salary expectations if

the employer has specifically asked you to do so in the job description. If you're asked to include this information put it between the third and last paragraphs.

Unless the job advert states differently (for example, it may ask you to provide your CV and cover letter as a Word document) save with a .PDF file extension to make sure it can be opened and read on any machine.

## **Cover Letter Writing Checklist**

### **Does your cover letter heading include all essential information?**

- Full Name
- Professional email
- Phone Number
- Date
- Relevant Social Media Profiles

**Did you address the right person? I.e. hiring manager in the company / your future direct supervisor**

### **Does your introductory paragraph grab the reader's attention?**

- Did you mention 2-3 of your top achievements?
- Did you use numbers and facts to back up your experience?

### **Did you successfully convey that you're the right pro for the job?**

- Did you identify the core requirements?
- Did you successfully convey how your experiences help you fit the requirements perfectly?

### **Did you convince the hiring manager that you're passionate about the company you're applying to?**

- Did you identify the top 3 things that you like about the company?
- Did you avoid generic reasons for explaining your interest in the company?



## 5 Tips For The Perfect Cover Letter

With employers often receiving lots of applications for each vacancy, you need to ensure that your cover letter makes a lasting impression for the right reasons. Here are some tips to increase your chances of success:

- **Tailor to the organisation** - You should rewrite your cover letter every time you apply for a position in order to target the company. Sending out a generic letter for all applications rarely yields positive results and recruiters can spot your lack of time and effort from a mile away.
- **Format** - Presentation is important so you'll need to format your cover letter properly. Make sure the document is as uncluttered as possible, use the same font and size as you use in your CV and if you're sending it through the post or handing it in use good quality plain white paper to print it on.
- **Identify your USPs** - They're your unique selling points. Be positive about what you have to offer and clearly outline how your skills and experience meet those requested in the job description. Demonstrate why you're the perfect candidate.
- **Include examples** - Back up the claims in your cover letter with real evidence or examples that show how and when you've used your skills and experience.

## How To Address A Cover Letter

Always address your cover letter directly to the person who will be reading it. Bear in mind that you're more likely to receive a reply if you send it to the right person.

If you're struggling to find a named contact you can use a general greeting such as:

- Dear Sir/Madam
- Dear Hiring manager
- Dear Human resources director.

It's important to try to address your cover letter to someone by name. Check you have the details of the person you need to send it to.

However, general greetings should only be used once you have exhausted methods of finding a named contact.

You'll need their name and preferred title. For example, 'Dr', 'Mr', 'Mrs', 'Ms', and their job title. You should also make sure you have the right company name and address, including postcode.

If the job advert does not include a name you can check the company website. Try to find details of the head of the department, head of human resources or a recruitment manager.

If you still cannot find a name, you can start your letter with 'Dear Sir or Madam'.

## Key Takeaways

Now that we've walked you through all the steps of writing a cover letter, let's summarize everything we've learned:

- A cover letter is a **250 - 400 word document** that convinces the hiring manager of your competence
- A cover letter goes in your job application **alongside your resume**
- Your introduction to the cover letter should **grab the hiring manager's attention** and keep it all the way until the conclusion.
- There are 2 main topics you need to include in your cover letter: **why you're the perfect candidate for the job & why you're passionate about working in the company you're applying to.**
- Most of the content of your cover letter should be **factual**, without any fluff or generalizations

How does a good cover letter look, you might ask. Well, here's an example:

**Elizabeth Lynette**

VP, Finance & Operations

elizabeth@novoresume.com

123-456-0987

Sydney

elizabeth-lynette.com

linkedin.com/in/elizabeth.lynette

@elizabeth.lynette

To:

Doris Johnson  
Human Resources Manager  
Optimal Workforce Inc.  
321 Employment Avenue  
Sydney, Australia

Dear Ms. Johnson,

As the Vice-President of Finance and Operations at a national food chain, I bring proven success in enhancing productivity and gaining an advantage when it comes to profit margins. My work spans companies and business units at varying stages of growth, from start-up to multinational organizations.

With over 20 years of achieving profitability and long-term growth, I seek to monitor budgets and sales numbers closely to identify areas for improvement. I am known for enhancing performance through technology upgrades, implementing best practices, and improving employee training protocols.

Examples of my achievements include:

- Drove successful launch of start-up organization through contemporary hiring practices, defining product implementation, and developing go-to-market strategies to achieve 50% margins and \$15M+ revenue within my first three years.
- Managed daily operations of a \$100M+ consumer goods department that introduced a complete line of products to Australia and New Zealand, improving profit margins by 14%.
- Proved a vital team member that conducted a complete leadership reorganization that resulted in a 10% improvement in productivity within the sales department and a 15% improvement within the technical team.

As a skilled professional with a CPA degree and a background in analyzing and improving sales numbers, I am confident I will prove an asset to your company and respectfully submit my application for your review. I would like to request a meeting to discuss how I can help meet your goals. I am available at your convenience and hope to hear from you soon.

Thank you for your consideration.

Sincerely,  
Elizabeth Lynette

# Martin Lane

Marketing Student

✉ martin@novoresume.com

📍 San Francisco, CA

🐦 @martin.lane

📞 0041 222 222

🌐 linkedin.com/in/martin.lane

📷 instagram.com/martin.lane

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA

---

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

Currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

Previously, I held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you and discuss the internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9876 or by email at martin@novoresume.com.

Thank you for your consideration.

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Sincerely,  
Martin Lane



**John Doe**

Customer Service Professional

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA  
*21 March, 2019*



**John Doe**

Customer Service Professional

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA  
*21 March, 2019*



## College Student Cover Letter Example

**John Doe**  
Marketing Student

john.doe@gmail.com  
416-821-9879  
Auckland, New Zealand  
linkedin.com/in/john.doe  
john.doe

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue,  
Auckland, New Zealand  
*05 January, 2019*

Dear Ms. Johnson,

I am writing to express my interest in the summer internship program with your marketing company. I learned about your company through the student center at my university and, after visiting your website, I have immersed myself in your groundbreaking work in the transportation industry.

I am currently majoring in marketing, with a minor in statistics, and will receive my degree next spring. While I have a comprehensive marketing and analytics background, my emphasis is on government campaigns. I feel that your agency places prominence in similar areas and having the privilege of serving as an intern with you will increase my learning opportunities and give me the exposure I need to advance my career while using what I've already learned to make an impact on your clients.

After graduation, I hope to work for an agency like yours to grow my experience, serve clients and eventually start my own agency. With the right opportunities and experience working with prominent clients, I believe that I can achieve my goal.

I previously held an internship at another local advertising agency, working on critical projects for their clients. During that internship, I had the opportunity to learn the Adobe Creative Suite of products, including Photoshop and InDesign. I also learned how to craft compelling campaigns that garner attention in the healthcare space. I believe that my knowledge of digital marketing and social media could be of interest to you, as I read that you are looking to grow your social media team.

I would like the opportunity to meet with you to discuss internship opportunities you have available. Please let me know if you have any questions or would like to see specific work samples. You can reach me by phone at 416-821-9879 or by email at john.doe@gmail.com.

Thank you for your consideration.

Sincerely,  
John Doe

## Middle Management Cover Letter Example


**John Doe**


Project Manager


To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Sydney, Australia

5 June, 2019

john.doe@gmail.com 

416-821-9879 

Sydney, Australia 

linkedin.com/in/john.doe 

john.doe 

Dear Ms. Johnson,

As a highly skilled project manager with 11 years of experience, I am writing to express my interest in the project manager position at your company. My experience aligns well, as I have worked in project management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

After working for over a decade in project management, I have advanced knowledge in developing scopes, keeping projects moving, submitting deliverables on time, and ensuring a seamless experience for all parties involved. Moreover, while my previous position afforded me a well-rounded skillset, including excellent relationship building and time management skills, I excel at:

- Outlining project scopes, managing timelines, and deadlines.
- Tracking and reporting on overall progress.
- Managing daily operations and implementation of new programs.
- Forecasting project revenue and ensuring all goals are met.

In addition to my experience and relationship-building experience, I have a solid educational foundation and a passion for furthering projects that build loyalty and, in turn, grow revenue for your organization. I would much appreciate the opportunity to contribute to your ongoing growth and continued success.

Please review my attached application for additional details regarding my expertise and achievements. Do not hesitate to reach out if you have any questions or need further clarification on my experience. I would love to meet with you and discuss this position in detail.

Thank you for your consideration.

Sincerely,  
John Doe



## Career Change Cover Letter Example



**John Doe**


Customer Service Professional

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc.  
321 Employment Avenue.  
San Francisco, CA

21 March, 2019

john.doe@gmail.com 

416-821-9879 

San Francisco, CA 

linkedin.com/in/john.doe 

john.doe 

Dear Ms. Johnson,

With a formal background in marketing paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public Relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and the public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$10,000 for the event.

I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 416-821-9879 or email me at john.doe@gmail.com.

Thank you for your consideration.

Sincerely,  
John Doe

 novoresume.com





## Management Cover Letter Example

**John Doe**  
Business Manager

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue.  
Melbourne, Australia  
*11 August, 2019*

john.doe@gmail.com

416-821-9879

Melbourne, Australia

linkedin.com/in/john.doe

john.doe

Dear Ms. Johnson,

I am a successful business professional with a proven track record of business growth and restructurings of multinational corporations. I would bring my tenacity and penchant for success to your organization in the capacity of the senior executive. As such, here are the skills I will bring to your company:

- A strong commitment to the industry, having contributed my talents in the food and beverage category in a variety of roles and capacities.
- Solid marketing background and the savvy to implement, understand and troubleshoot marketing operations while achieving business growth and increased market share resulting in profitability.
- The entrepreneurial spirit, adaptability, and knowledge that will bridge essential relationships to achieve business success.
- More than 18 years of strategic, forward-thinking initiatives that transcend the current state of the company to deliver profitability and achieve growth.

My MBA degree and leadership positions held in a volunteer capacity with various non-profit organizations further bolster my qualifications and aptitude to complete the job requirements. I'd like to discuss also with you the experience and value I will bring to your company as I have done so often in the past.

I will contact you in the coming days to arrange a discussion. If you would like to get in touch before then, please contact me using the information above.

Thank you for your consideration.

Sincerely,  
John Doe

## Senior Executive Cover Letter Example



**John Doe**

VP, Finance & Operations

john.doe@gmail.com

416-821-9879

Toronto, Canada

linkedin.com/in/john.doe

john.doe

To:

Doris Johnson  
Human Resources Manager  
Optimal Workplace Inc. 321  
Employment Avenue. Toronto,  
Canada

*21 September, 2018*

Dear Ms. Johnson,

As the Vice-President of Finance and Operations at a national food chain, I bring proven success in enhancing productivity and gaining an advantage when it comes to profit margins. My work spans companies and business units at varying stages of growth, from start-up to multinational organizations.

With over 20 years of achieving profitability and long-term growth, I seek to monitor budgets and sales numbers closely to identify areas for improvement. I am known for enhancing performance through technology upgrades, implementing best practices, and improving employee training protocols.

Examples of my achievements include:

- Drove successful launch of start-up organization through contemporary hiring practices, defining product implementation, and developing go-to-market strategies to achieve 50% margins and \$15M+ revenue within my first three years.
- Managed daily operations of a \$100M+ consumer goods department that introduced a complete line of products to the U.S. and Canada, improving profit margins by 14%.
- Proved a vital team member that conducted a complete leadership reorganization that resulted in a 10% improvement in productivity within the sales department and a 15% improvement within the technical team.

As a skilled professional with a CPA degree and a background in analyzing and improving sales numbers, I am confident I will prove an asset to your company and respectfully submit my application for your review. I would like to request a meeting to discuss how I can help meet your goals. I am available at your convenience and hope to hear from you soon.

Thank you for your consideration.

Sincerely,  
John Doe

novoresume.com

*Want to discover more examples AND learn what makes them stand out? Check out our guide to [cover letter examples](#).*

# CANADA JOB RESUME TEMPLATE

A Canadian resume is a document that describes a job candidate's qualifications for a new position based in Canada. It's typically one to two pages long, depending on your work history, and it highlights your skills, experience and education.

There's a difference between a Resume and a Curriculum Vitae. While both documents include a short history of your activities, a Resume focuses more on professional achievements, while a CV highlights your academic accomplishments.

This Canadian resume writing guide will help you if:

- You are someone outside of Canada creating a resume for Canadian jobs
- Or, someone within Canada trying to best adapt an existing resume

**We will go over the following details in this article:**

- Popular Canadian resume formats and how to select the right one for you
- How to write a Canadian resume
- 10 Canadian resume examples to inspire you
- How to convert your current resume to a Canadian-style resume

# The 3 Popular Canadian Resume Formats

The top 3 Canadian resume formats are:

- Reverse chronological resume format
- Functional resume format
- Combination resume format

These are the resume formats that are popular across Canada. We saw chronological and functional resumes top the choice while combination resume format was the third choice.

Surprisingly, job seekers in Toronto preferred a reverse chronological resume over any other resume format.

Let's now take a look at these Canadian resume format examples.

## Chronological Canadian Resume Format Example

Here's what a Canadian resume built using the chronological resume format would look like:

# SIMON TAUFEL

## LEAD TEACHER

### WORK EXPERIENCE

Lead Teacher 2015-05 - Present  
BASIS Tucson North

- Providing guidance to students in an assortment of early childhood development and education skills.
- Committing to creating a safe environment where children can explore new experiences and challenges.
- Specializing in arranging appropriate activities and encouraging healthy social interactions.
- Ensuring that a safe environment is provided for the children.
- Developing and implementing weekly lesson plans.
- Planning activities tailored to children's interests.
- Participating in regular staff meetings.

Lead Teacher 2012-02 - 2015-04  
Incarnate Word Academy

- Identified and addressed professional development needs.
- Planned the curriculum.
- Followed the administrative procedures.
- Organized and administered the three-day excursion.
- A role model for best practice within an inquiry-based learning environment.

Teacher 2006-03 - 2012-01  
Carnegie Vanguard High School

- Prepared the children's curriculum according to age group.
- Indoor and outdoor supervision of children.
- Client accommodation necessity of the specific child needs.
- Arts and crafts preparations for children according to age group.
- Kept the classroom clean and presentable as well as decorated according to the curriculum.
- Provided arts and crafts supplies to an extent for specific activities.
- Kept children well groomed and cleaned throughout the course of the day.
- Wrote an incident with the inappropriate time frame.
- Kept management informed of different techniques to ensure a good learning experience.

### EDUCATION

Master of Arts in Teaching 2003 - 2005  
Boston University

Bachelor of Arts in Teaching 2000 - 2003  
Simmons University

📍 City, State  
☎ 000-000-0000  
✉ [email@email.com](mailto:email@email.com)

### SUMMARY

Professionally trained Lead Teacher with experience working with children, ensuring the high standards of culturally competent care for the wide variety of patients with diverse needs.

### SKILLS



### INTERESTS

- Cooking
- Singing
- Dancing
- Swimming

## Is a Reverse Chronological Format Right for Your Canadian Resume?

Reverse chronological resume right for you if:

- You have relevant work experience to highlight.
- You aren't changing careers (e.g. software engineer applying for a marketing position)
- Your total work experience is less than 20 years.

## Functional Canadian Resume Format Example

Here's what a Canadian resume built using the functional resume format would look like:

# MARTHA WONG

## DATA ENGINEER

Vancouver, British Columbia

555-555-5555

[email@example.com](mailto:email@example.com)

[example.com](http://example.com)

## SKILLS

### Team Building

### Microsoft Office

### Data Engineering

### Distributed Databases

### ETL Tools

- Microsoft SSIS
- Master Data Service

### Programming

- C#
- VBA
- T-SQL
- Python
- PL/SQL
- Shell Scripting

### Databases

- MySQL
- Oracle
- SQL Server
- AWS Redshift
- Google BigQuery

## WORK EXPERIENCE

### Apple

2020 - Present

#### Data Engineer

##### Duties

- Work on building forecasts, budgeting and prediction models for Apple finance group.
- Manage and support a high-performance team of Software Engineers that built and evolve a distributed cloud system of customer information.
- Create finance reports which drives product roadmap.
- Design, built, and maintain data pipelines from internal and external source systems into enterprise data warehouse (BigQuery) using Apache Airflow.
- Create KPI metrics and reports which are used by finance controllers.
- Recruit Software and Data Engineers using many approaches: Personal Interview, Resume Analysis, Group Interview, Teamwork Analysis and Behavior Analysis.
- Gather inputs from various controllers to create quarterly forecast reports, yearly budgeting models and product wide allocation models.
- Setup CICD pipelines using Jenkins.
- Automate the report generation workflow.

### Microsoft Corporation

2011-12 - 2019-12

#### Data Specialist

##### Duties

- Tuned existing ETL and reporting models.
- Reported to executive level to provide decision making insights.
- Built prototype on various enhancements.
- Created event-driven workflows using Google Cloud Functions and Google Pub/Sub.
- Designed and built data marts and cubes for financial reporting and analytics.
- Kept communication flow from executives to engineers.
- Interacted with business analysts and marketing teams for requirement gathering and estimations.
- Managed cloud infrastructure using Terraform.

### Alphabet Inc.

2003-08 - 2011-11

#### Data Engineer Coordinator

##### Duties

- Created ETL workflows to load data into data warehouse from Oracle databases.
- Promoted a secure environment for feedbacks, free of prejudice and open to new ideas.
- Optimized load of existing tables, improving run time of dashboard reports by >10%.
- Configured Google Kubernetes Engine (GKE) clusters to scale up and down according to workload.
- Built an efficient system to identify eligible Dodd-frank trades which had multiple complex data sources.
- Increased people development through behavior and skill self-awareness.
- Built ETL workflows, data warehouse tables and dashboard reports from scratch for Fixed income securities and Trading security operations.
- Created local development frameworks using Docker and Docker Compose.
- Built end to end reporting solution for more than 5000 users.
- Worked on scrum team according to agile methodology.

### Microsoft Corporation

#### Data Specialist

##### Duties

- Created ETL workflows to load data into data warehouse from Oracle databases.

## Is a Functional Format Right for Your Canadian Resume?

Functional resume right for you if:

- You have to explain how your skills are relevant to the advertised position
- You wish to highlight your outstanding skills and achievements
- If you wish to lead with your skills instead of experience

## Combination Canadian Resume Format Example

Here's what a Canadian resume built using the combination resume format would look like:



# Martha Wong

Data Engineer

📞 555-555-5555 📍 Vancouver, British Columbia 📧 email@example.com 🌐 example.com

## EDUCATION

1999 - 2003

**Bachelor of Technology**  
Illinois Institute of Technology

1998 - 1999

**Specialization in Business  
Administration and Management**  
Bentley University

## ETL PORTFOLIO

ETL for Azure data lake: [www.example.com/etl](http://www.example.com/etl)

## SKILLS

Team Building

Microsoft Office

Data Engineering

Distributed Databases

ETL Tools

- Microsoft SSIS
- Master Data Service

Programming

- C#
- VBA
- T-SQL
- Python
- PL/SQL
- Shell Scripting

Databases

## WORK EXPERIENCE

2020 - Present

**Data Engineer**

Apple

Duties

- Work on building forecasts, budgeting and prediction models for Apple finance group.
- Manage and support a high-performance team of Software Engineers that built and evolve a distributed cloud system of customer information.
- Create finance reports which drives product roadmap.
- Design, built, and maintain data pipelines from internal and external source systems into enterprise data warehouse (BigQuery) using Apache Airflow.
- Create KPI metrics and reports which are used by finance controllers.
- Recruit Software and Data Engineers using many approaches: Personal Interview, Resume Analysis, Group Interview, Teamwork Analysis and Behavior Analysis.
- Gather inputs from various controllers to create quarterly forecast reports, yearly budgeting models and product wide allocation models.
- Setup CICD pipelines using Jenkins.
- Automate the report generation workflow.

2011-12 - 2019-12

**Data Specialist**

Microsoft Corporation

Duties

- Tuned existing ETL and reporting models.
- Reported to executive level to provide decision making insights.
- Built prototype on various enhancements.
- Created event-driven workflows using Google Cloud Functions and Google Pub/Sub.
- Designed and built data marts and cubes for financial reporting and analytics.
- Kept communication flow from executives to engineers.
- Interacted with business analysts and marketing teams for requirement gathering and estimations.
- Managed cloud infrastructure using Terraform

## **Is a Combination Format Right for Your Canadian Resume?**

Combination resume right for you if:

- If you are right a resume with more than 15 years of experience
- You've worked across a range of companies, industries of jobs
- You wish to highlight your overall qualifications in terms of skills and expertise over work experience

Combination resumes are not that popular across Canada though, so if you are planning on using one - exercise caution. Make sure to revisit your resume to ensure it conveys your skills in a meaningful way.

Alright, you now know what a typical Canadian-style resume looks like. But, what should you add to it? Let's cover that now.

## **How to Write a Canadian Resume?**

This is the best way to write a Canadian resume is:

1. Based on your experience and skills, select the right resume format.
2. Pick a resume template that supports your important resume sections.
3. Add your full name, contact information, and link out to LinkedIn or relevant portfolio
4. Write a resume summary/objective of two lines.

5. Write your work, volunteer, or project experience following the STAR method.
6. List your top skills - make sure to customize them based on the job ad.
7. List your education in a separate section.

If you follow these 7 points listed above, you can easily beat 9/10 applicants for the job.

But, let's not leave it here. Let's show you how you can go from the top 10% to the top 1% of applicants.

To be the best, you'll have to write each section of your Canadian resume with care. This is where the top 1% of applicants differentiate themselves.

To help you craft your resume's section with ease, we created these templates that you can use and write those sections. You can find them below.

## **Work Experience Format for a Canadian Resume**

### **[Job title]**

[Company name, City, Province]

[Date started] - [Date ended]

- [Task 1] [Situation faced, and the solution used]
- [Task 2] [Situation faced, and the solution used]
- [Task 3] [Situation faced, and the solution used]
- [Task 4] [Situation faced, and the solution used]

Important things to keep in mind when using this Canadian resume's work experience template:

- Ideal to keep each task/achievement to one line
- Using simpler words would help as it improves readability
- Customize your work experience based on the job ad

## Canadian Resume Summary Format

"[Job title] with [number of years] experience of [top 2-3 skills] across [industries]. Achieved [top achievement]. Expert at [X], [Y], and [Z]."

You can additionally list the following within your resume summary too:

1. Any awards that you've received
2. Passions you have

A simple glance by a Canadian hiring manager would provide them with all the right information they need to continue reading further.

You can also adapt this Canadian resume summary format to write an objective too.

**Note:** If you are writing your Canadian resume for a career transition or your first job - write an objective instead of a summary.

Objectives help connect your skills and experience to the job that you are applying for.

## **Format to List Skills on Your Canadian Resume**

To list skills on your Canadian resume, try the format provided below:




Technical Skills

- [Skill #1]
- [Skill #2]
- [Skill #3]

Make sure to list skills that are relevant to the role that you are applying for and are impactful.

# Resume Example for Data Engineering

## Data Engineer

 Martha Stewart  
 555-555-5555  
 Vancouver, British Columbia  
 email@example.com  
 example.com

### Work Experience

2018-10 - Present

• **Architect/Data Engineer**

**Amazon.com**

- Develop multiple MapReduce jobs in Java and spark for data cleaning, transformations, and preprocessing.
- Responsible in strategy and execution of all analytics projects with the goal of increasing sales effectiveness, customer loyalty, marketing effectiveness, and financial insights.
- Develop a real time streaming application to process Kafka messages and store them into multiple destinations like HBase, Elasticsearch so the data can be queried and analyzed.
- Maintain and refactor the central data bus processing vast amounts of heterogenous event data to power multiple Atlassian products.
- Perform predictive insights to make better business decisions & enabling sales, marketing & customer success organization with insights.
- Implement utility to copy data from Kafka into HDFS for storage on regular time interval.
- Architect, implement, and deploy the Python framework used for real-time data processing at the company-leveraging cooperative multitasking, multi-threading, and multi-processing to process data at-scale.

2008-02 - 2018-09

◦ **Data Engineer**

**Meta**

- Created/modified chef recipes/templates etc and handed it over to Operations Engineer to do production deployments.
- Transformed business intelligence processes through introduction of big data and predictive analytics technologies.
- Created Impala tables on HDFS files to run queries on the data and generate reports for business users.
- Developed and maintained ETL processes critical for reporting, ensuring company-wide reporting was delivered on-time and that the data was correct.

### ETL Portfolio

ETL for Azure data lake: [www.example.com/etl](http://www.example.com/etl)

### Summary

Seeking a challenging and high-impact role that will leverage my experience and expertise in the areas of BI, BIG Data Analytics, and Information Technology. Highly organized with strong capacity to prioritize workload, delegate deliverables, and steer project completion within established deadlines. Possess ability to guide clients in prioritizing their business results and provide appropriate solutions to help achieve those goals and results. Highly adaptive to new environments stimulated by new challenges with strong communication and presentation skills. Passionate people leadership with the ability to recruit, train, grow, and retain top multi-disciplinary and multi-cultural talent. Capable of processing large sets of structured, semi-structured and unstructured data and supporting systems application architecture. Proven ability to rapidly deliver prototypes and proof-of-concept work to validate a proposed architectural approach.

### Education

2002 - 2005

• **Bachelor of Business Management-Business Administration**

**Babson College**

2000 - 2002

◦ **Certified Developer-Associate**

**Georgia Institute of Technology**

SUMMARY

I am a target driven person who enjoys a challenge. I am very committed to making a success of anything I undertake. I am hardworking, ambitious, and I understand the value of teamwork. In each job I have undertaken, I have advanced quickly due to my product expertise and my ability to provide a high level of customer satisfaction. My greatest strength is in building relationships using a consultative selling approach, and closing the sale.

SKILLS

Negotiations	10
Problem Solving	10
Competitive Analysis	10
Target Achievement	10
Resource Allocation	10
Building Sales Teams	10

ETL PORTFOLIO

ETL for Azure data lake:  
www.example.com/etl

CARLOS HARRISON

Business Development Manager

555-555-5555

Vancouver, British Columbia

email@example.com

example.com

WORK EXPERIENCE

2016-05 - Present

Business Development Manager

Pierce & Pierce Business Consulting Services

- Developed new strategies to capture market channel with new clients
- Brought new process to firm to improve growth using various marketing and communication strategies, branding the firm and attracting new clients
- Developed strategies for the firm by building corporate relationships with customers and industry/market leaders
- Utilized sales and marketing tools to create brand awareness in the market
- Improved business strategies based on customer feedback

2014-06 - 2016-04

Business Development Manager

Bicycle Technolabs Pvt Ltd

- Managing a sales team of 8
- Showing leadership in sales
- Achieving sales targets, cold calling

2012-03 - 2014-05

Business Development Manager

Handshake Web Solutions

- Closed new deals by negotiating contracts
- Improved market position and achieved financial goals
- Discovered new opportunities
- Identified new ideas by researching industry

EDUCATION

2013

MBA

State Institute of Management Technology





Writer Resume Example for Canada

Richard Dozier

Technical Writer

555-555-5555

Vancouver, British Columbia

email@example.com

example.com

Summary

Results driven writer with a focus on instructional methods/materials and collaboration with Corporate/Technical Trainers and SMEs. Provides extensive successful experience with research, planning, collaboration (with SMEs, Trainers, other writers, learners), development, design, writing, proofing, editing, and revising technical, instructional documentation, and multimedia materials.

Writing and Research Skills

SEO	8
Copy	9
Editing	7
Blogging	9
Translation	9
Advertorial	7
Interviewing	9
Proofreading	10
Home Design	9
Architecture	8

Work Experience

2012-06 - Present

Technical Writer

Ranker

- Contracting technical writing services provided to customers for miscellaneous corporate, manufacturing and publishing entities.
- Web developing and implementing the services of small businesses.
- Online content writing for various online publications.
- Ebook writer/publisher.

2009-04 - 2012-05

Writer

Adecco Staffing

- Wrote/produced/edited over 25 Television businesses and marketing scripts (training and how to scripts-business, home, agriculture, small business, big business).
- Researched, wrote, edited over 100 feature stories for business magazines such as lifestyles, business, domestic and other issues.
- Interviewed over 100 resource persons for both television and magazine stories.
- Processed technical manuscripts for editing, writing, and content readability.
- Documented and translated over 25 business and technical articles.

2006-07 - 2009-03

Technical Writer

Artech

- Assumed a lead role in the formation of a technical writing department in an automotive assembly plant with 1400 employees.
- Developed a process for documenting and maintaining comprehensive work instructions.
- Wrote automotive assembly manuals, job aids, and QSG000 documentation.
- Wrote departmental procedures and information releases.
- Designed and delivered employee training programs.

Education

2003 - 2005

Master of Art

University of Michigan

2001 - 2003

Bachelor of Art

University of Michigan

Area of Interests

- Research
- Badminton
- Book collecting
- Science and technology studies

# Ellis K. Chambers

Director

📞 555-555-5555    📍 Vancouver, British Columbia    ✉ email@example.com    🌐 example.com

Results driven writer with a focus on instructional methods/materials and collaboration with Corporate/Technical Trainers and SMEs. Provides extensive successful experience with research, planning, collaboration (with SMEs, Trainers, other writers, learners), development, design, writing, proofing, editing, and revising technical, instructional documentation, and multimedia materials.

EDUCATION

2003 - 2005  
**Master of Art**  
University of Michigan

2001 - 2003  
**Bachelor of Art**  
University of Michigan

WRITING AND RESEARCH SKILLS

- SEO
- Copy
- Editing
- Blogging
- Translation
- Advertorial
- Interviewing
- Proofreading
- Home Design

WORK EXPERIENCE

Apr 2012 - Present  
**Director**  
**PRIA TECHNOLOGIES, INC.**  
Established this successful business to support small and medium sized organizations achieve their objectives by asking the right questions to translate strategic plans into tactical initiatives. Provide solutions to optimize operational performance across a broad range of areas, with particular focus on mobile technology, new product development, and national infrastructure project development.

- Spearheaded the launch of a new non-profit automotive museum, acting as interim COO, developing and implementing their launch strategy and guiding 5-year budget development.
- Supported a local high school by transforming their communication strategy into reality by developing a new mobile app. Sourced additional contractors for website redesign and devised a social media initiative that received national recognition.
- Liaised with federal government on the development of a \$34B national infrastructure project to mitigate losses associated with floods and agricultural drought. This project will cover 16 states and create 30,000 jobs.
- Perform business evaluations on innovative technologies for possible investment by an overseas fund.

2006 - 2014  
**Ceo/Co-Founder**  
**SKYRON SYSTEMS, INC**  
Turned entrepreneurial vision into reality by building an innovative business focused on the research and development of new technology applications in renewable energy in order to commercialize an innovative small vertical axis wind turbine. Defined strategy across all core business functions including product development, quality, sales and marketing along with investor relations. Collaborated with banks in securing a \$2M investment

# Canadian Software Engineering Resume Example

## Joseph Davis

### Software Engineer

#### SUMMARY

More than 10 years of experience architecting, implementing, leading, and launching software products. Skilled in agile processes, backend, frontend, and mobile development, object-oriented and functional programming. Well suited for the industry and bringing ideas to life.

#### WORK EXPERIENCE

2014 - Present **Software Engineer**

Gidewire Software Solutions

- Development of proprietary tools and data generation applications in C++, C#, Java, HTML.
- Project migration to different chip architecture.
- Create, initialize and personalize specifications for products.
- Development of Java applets for telecom solutions.
- Development of test assemblies for acceptance testing.
- Support to production testing tools and libraries and validation to global platform configuration profiles.
- Liaises with various customers across the globe for getting the requirements and providing supports and solutions.
- Ensure proper documentation and quality for the project.
- Travel overseas for business decision and technical support when necessary.
- Involve in technical business decisions.

2010 - 2014 **Software Engineer**

FS Networks

- Developed the several web-based applications for financial and insurance systems.
- Developed the WAP Portals and mobile applications for downloading MMS, ringtones and other contents on cell phones along with the features for handling tracking and billing information.
- Worked on integration of third party tools.
- Worked with the creation and integration of web services as well as developed Windows services for automation and scheduling of tasks.
- Major tasks handled are Integration of blogging with SMS and MMS, Online Payment using Credit Card, integration of Google Map Locator and Analytics services, Multilingual feature in web applications, Creation of dynamic web pages along with the dynamic creation of controls based on user input, Development of several reporting mechanisms etc.

2008 - 2010 **Software Engineer**

Broadcom Inc.

- Extended development of the firmware and application software.
- Extended QT based cross-platform microchip firmware upgradability software for Mac and Windows.
- Created test tools and the test rig for the product testing.
- Initiated ideas for extending applications to multi-platform.
- Followed the agile software development process.
- Ensured software code quality.
- Ensured proper documentation for the project.
- Point of contact for communication and followed up with vendors, clients, etc.

#### EDUCATION

2007 **Master of Science (MS) in Computer Science**  
State University

📍 Vancouver, British Columbia

☎ 555-555-5555

✉ email@example.com

🌐 example.com

#### SKILLS

Communication/Protocols



- SPI
- I2C
- RS232
- RS485
- TCP/IP
- UDP (Modem Raw Interfacing)

Microcontrollers & RTOS



- Atmel AVR, 8051
- Microchip controller and FreeRTOS
- LPC21xx (Wrote Bootloader for LPC21xx)

Object-oriented & Functional Programming



- **Object Oriented & Functional Programming/Design:** Object-oriented design patterns, functional programming patterns, monads, algebraic data types.

Team & Agile Collaboration



- TDD
- Code review
- Collaboration
- Communication
- Planning & estimation
- Agile development practices

#### SUMMARY

Visionary leader bringing over 20 years of experience in establishing operational optimization across diverse industries in both national and international operations.

**Tyler Cope**

UX Designer

Vancouver, British Columbia | 📞 555-555-5555 | ✉ email@example.com  
example.com

A team player who is used to working in an international environment, but can fare excellently with individual tasks. When it comes to my work I, provide an analytical approach and time efficiency in executing my tasks. With a variety of experience in the entrepreneurial scene, confident in my abilities to apply knowledge to practice that shows results. My passion for a future career lies in User Experience Design.

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### WORK EXPERIENCE

**2014-07 - PRESENT**

- **UX Designer**  
Work & Co
  - Developing and maintaining the User Experience across Work & Co's products and services.
  - Combining up-to-date mobile industry trends and best practices into a comprehensive framework targeted at a better User Journey.
  - Implementing Gamification elements and developing an interactive and immersive User Experience.
  - Generating leads by using Search Engine Optimization.

**2010-05 - 2014-06**

- **UX Designer**  
Odopod
  - Responsible for product design and development alongside a team of UX designers and graphic designers.
  - Developed and presented wireframes and prototypes for mobile applications and the web applications.
  - Created and implemented user research to identify users' needs.
  - Audited existing applications for UX optimization.

**2006-03 - 2010-04**

- **Product & UX Consultant**  
Upperquad
  - Managed Product Roadmap.
  - Wrote detail Product Requirement Documents.
  - Defined User Experience.
  - Created Wireframes using Photoshop & Balsamiq.
  - Reviewed and approved UI Designs.
  - Met customers in every week.
  - Conceptualized new products and features

### EDUCATION

**2003 - 2006**

- **Bachelor of Design**  
Carnegie Mellon University

### SKILLS

<b>USER TESTING</b> <ul style="list-style-type: none"><li>Expert in conducting accurate surveys.</li><li>Hands-on experience with focus groups and AB Testing.</li><li>Familiar with Eye Tracking and Remote User Testing.</li></ul>	<b>USER RESEARCH</b> <ul style="list-style-type: none"><li>Hands-on experience with User Research tools and techniques such as Economic &amp; Market Analysis and Segmentation, Targeting and Positioning Analysis.</li></ul>
<b>DESIGN TOOLS</b> <ul style="list-style-type: none"><li>Axure</li><li>Figma</li><li>UXPin</li><li>InVision</li><li>Adobe XD</li></ul>	<b>IT SKILLS</b> <ul style="list-style-type: none"><li>Developing predefined and built-in functions and integration with Excel</li><li>Familiar with HTML, CSS, and Javascript.</li></ul>
<b>CMS PROFICIENCY</b> <ul style="list-style-type: none"><li>Experience with WordPress.</li><li>Worked predominantly with content management and SEO.</li><li>Practical knowledge of UX Design and Consumer Journey Mapping.</li></ul>	

# Royal Thomas

Assistant Project Manager

555-555-5555

Vancouver, British Columbia

email@example.com

example.com

## Work Experience

2015-06 - Present

### Assistant Project Manager

Pierce & Pierce

- Manage a projects from start to finish by initiating high standards for team and me.
- Demonstrating accountability by communicating with job supervisors, promptly obtaining and managing needed documentation such as contracts, shop submittals, permits, change orders, production schedules, and warranties.
- Estimate projects by calculating and unifying all components in a creative and logical style to guarantee the highest level of accuracy and integrity.
- Proficiently use CAD to execute precise and creative solutions regarding roofing system's design and installation.
- Track, analyze and deliver bidding opportunities to estimators based on project plans, specifications, and scopes of work.

2012-05 - 2015-06

### Assistant Project Manager

Universal Exports

- Built new partnerships and project management activities with trade institutions.
- Realized of support documents needed while implemented the projects already planned.
- Analyzed of the most important programs financed from the EC at centralized and national level.
- Contributed to the daily activities of the office.
- Assisted with the implementation of marketing strategies in the frame of the new call for the proposal.

2009-04 - 2012-05

### Assistant Project Manager

ABM Industries

- Planned and budget management.
- Negotiated for the allocation of resources and workforce.
- The middleman between the client representative and labor.

## Summary

A high-motivated, strategic, and results-oriented project manager who has developed a diverse skill set to meet the ever-changing requirements within the industry. Known for being a self-starter as well as a great team player.

Looking for an opportunity to assist companies of any sector in becoming more successful by contributing my knowledge, creativity, and vigor to their problem-solving needs.

## Education

2009

### Bachelor of Arts (BA)

Metropolitan College of New York

## Area of interests

- Research
- Badminton
- Book collecting
- Science and technology studies

## Languages

- C
- PL/SQL
- Python
- JavaScript
- C++
- SQL
- Java

## Organization Skills

- Ability to Work With and Lead a Team.
- Organization Skills and Ability to Prioritize Work.

- Managed perpetual inventory, control markdown, and P&L.
- Directly oversaw many departments and employees.
- Responsible for opening and closing of the store.
- Worked with the high volume of sales and maintained customer service in all areas daily.
- Worked with all areas such as DSD, claims, back office, hardware, etc.



# Canadian Resume Example for Teachers

## John Ervin

### English Teacher

Vancouver, British Columbia • 555-555-5555 • [email@example.com](mailto:email@example.com)  
[example.com](http://example.com)

#### Summary

A dynamic professional with vast experience in teaching adults, kids, and teenagers at all levels in different methods, also business English. Dedicated to English teaching, highly motivated and energetic. Eager to learn and develop, acquire new skills and participate in all necessary training and workshops. Possessing a wide experience in traveling and working with different cultures and backgrounds.

#### Work Experience

**Part-time Teacher of English** 2007-04 - 2010-04  
**Boston Language Institute**

- Planning, preparing and delivering lessons to a range of classes and age groups.
- Kept students engaged with fun and exciting lessons.
- Preparing and setting tests and exercises;
- Marking and providing appropriate feedback on oral and written works.
- Devising, writing and producing new materials, including audio and visual resources.
- Taught on a one-to-one basis and in the group.

**Part-time Teacher of English** 2010-05 - 2014-06  
**New Trier Township High School**

- Scheduled time commitments.
- Arranged for means of communication (e-mail, phone, Skype).
- Discussed and set learning goals and themes of interest for the learner.
- Planned language activity and goals before interaction.
- Provided feedback and guidance on language production.
- Kept volunteer log of hours, learners and specifics of interaction.
- Reported on learner's progress/challenges.

**Teacher of English** 2014-07 - Present  
**Thomas Jefferson High School**

- Gave feedback.
- Participated in ECAs.
- Taught kids aged 2-7.
- Planned and prepared lessons.
- Supervised tests, exams and gave level tests.

**Assistant Teacher of English** 2004-02 - 2007-03  
**Stuyvesant High School**

- Taught of English as a Foreign Language.
- Kept up with Learners' performance.
- Gave Monthly Reports.

#### Education

**Bachelor of Arts in English Language and English Literature** 2001 - 2004  
**Academy of Art University**

#### SUMMARY

Strong team player/leader that excels in building teams through resource development, teamwork and a supervisor highly effective in enhancing team productivity by implementing time and project management. A firm believer of seeking/learning "Best Practices" and management training methodologies, their implementation and follow up in the workplace.

#### Skills

**Independent Working**

- My studies taught me how to work independently in every situation.

**Time Management and Organization**

- Time is valuable and I believe that with the right organization and effort anything can be accomplished within time limits.

**Critical Reasoning and Analysis**

- Texts and my own research have made me sufficient in having my own ideas and implementing them in oral and written form.

**Languages**

- **English:** Fluent
- **German:** Intermediate Level
- **Italian:** Intermediate Level

**Friendly and Approachable**

**Good Listener**

#### Certificate

**TEFL certificate**

**International TEFL Academy**

**Certificate in English Language Teaching to Adults**

**University of Cambridge**

#### Area of interests

- Research

## Frequently Asked Questions

- **How Long Should my Canadian Resume be?**

A rule of thumb - for students and professionals with less than 15 years of experience the resume should be one page or a maximum of two pages. For Canadian job seekers with more than 15 years of relevant experience, more than two pages is acceptable.

- **Should I Add a Photo to my Canadian Resume?**

No, avoid adding a Photo while creating a Canadian resume.

- **Is it a Good Idea to List Marital Status on a Resume for Canada?**

No Canadian employer would ever ask for this information as a part of their recruitment process. So, we would recommend that you don't list marital status on your resume.

- **Should I List My Nationality on a Canadian Resume?**

Legally, no Canadian employer can ask you about your nationality. So, we would not recommend that you list it on your resume.



## ▪ Can I Lie on My Canadian Resume?

Don't lie on your Canadian resume. With background checks, reference checks, etc being so common, you'll be caught. Even a small-innocent lie like a difference of month or days in starting dates of your employment could lead to rejection.

## Top 10 Most Common Resume Mistakes

### **Mistake 1: Too Long**

This is the most common issue I see. Unless you're writing an academic CV (in which case different rules apply) a resume in Canada shouldn't be more than two pages.

Most hiring managers will stop reading after the first page, and will often make a decision within a few seconds on whether to read your resume in depth or close it and move on to the next candidate.

Keeping your resume short and to the point makes it more likely that the hiring manager will quickly appreciate your experience and (hopefully!) put you through to the next stage. If your resume is long, the most likely outcome is the hiring manager will just get bored reading it.

### **Mistake 2: Poor Spelling And Grammar**

It's surprising how many resumes I see that have spelling mistakes.

Spelling mistakes and grammatical errors tell the hiring manager you haven't taken care and attention in preparing your resume and therefore you likely won't take care and attention in performing your job! Stop reading and move on to the next candidate!

Run your resume through a tool like Grammarly. It does a good job of finding grammatical errors but also checks your document for clarity and engagement like overly wordy and unclear sentences, and passive voice misuse. Basically, it can help make your resume more impactful.

### **Mistake 3: Failure To Customize**

While its time consuming and, let's face it, a bit boring – customizing your resume to suit every role you apply for is very important. Tailored resumes stand out from the crowd and demonstrate the most relevant skills and experience to the hiring manager.

### **Mistake 4: No Examples**

If you're saying you have a specific skill or type of experience, it's important that you back that up with quantifiable examples. This grounds your resume and makes it real for the hiring manager.

Consider the following two statements:

- I have a proven track record in increasing sales.
- I have a proven track record in increasing sales – in my role as sales manager for Hat Boxes Inc. I increased sales from \$20,000 per month to \$50,000 per month over a six month period.

Or, these two statements:

- I am a team player.
- I am a team player. I initiated the practice of a weekly 15-minute team activity over Zoom to improve team morale and productivity during the pandemic.

Giving specific examples adds weight to your resume and provides evidence that you're the right person for the role.

## **Mistake 5: Obvious Exaggeration**

It's very important to sell yourself, however don't fall into the trap of blatantly overstating your experience. Over exaggeration is easy to spot in a resume and makes the hiring manager question everything you've written.

## **Mistake 6: Not Getting To The Point**

This is tied to mistake 1 but, be concise and to the point. Don't write a paragraph when a sentence will do. Most hiring managers have limited time and will appreciate succinctness.

## **Mistake 7: Misreporting Dates**

The most basic checks done by employers will quickly identify any incorrect dates on a resume. Be honest and make sure all of your dates are accurate.

## **Mistake 8: Underselling Yourself**

While some people have a tendency to exaggerate, others don't sell themselves enough. Don't feel arrogant or have self-doubt about your achievements, your resume is your opportunity to sell yourself!

## **Mistake 9: Gaps**

Many people have gaps in their experience, and this in itself doesn't need to be a problem. But if you've not explained the gaps in your resume then it raises alarm bells. Maybe you were raising your children, maybe you had a career break or studied. Explain it in your resume!

## **Mistake 10: Messy Formatting**

Margins not aligned, different fonts and sizes, misaligned bullets and so much more. Poor formatting immediately creates a bad impression for the hiring manager and says you don't have good attention to detail.

Make sure your resume is tidy and well formatted and don't go overboard on trying to make it look fancy.

I think that the best formatting for a resume is to keep it simple. This makes it immediately easy for the hiring manager to see the structure.

I do see some Canadian resumes that have templates with more elaborate formatting, sidebars and other elements but my approach is to keep it simple.

**WISHING YOU SUCCESS IN YOUR RELOCATION JOURNEY**