



**KAMLOOPS**  
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# JOBREADY 101

A PRACTICAL EMPLOYMENT  
GUIDE FOR NEWCOMERS

STAGE 2: BUILDING YOUR RESUME  
AND COVER LETTER



# LAND ACKNOWLEDGMENT

Kamloops Immigrant Services would like to acknowledge that this guide was created within the ancestral, traditional, and unceded territory of the Secwepemc Nation.

# INTRODUCTION

Welcome to the Practical Employment Guide for Newcomers. This guide has been created to provide resources, tips, and information to its readers.

It aims to support understanding and development of skills related to job readiness and how to navigate a new workplace once employment is gained.

Our Employment Team hopes that newcomers will find this guide to be helpful and increase confidence throughout their employment journey.

# BUILDING YOUR RESUME AND COVER LETTER

STAGE 2



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# YOUR RESUME

## 1. Section headings and contents

Nowadays, a hybrid (combination) style of resume is most commonly used. It is also a great format of resume for those changing industries and jobs. This simple resume style often includes these section headings: Summary, Qualifications, Work Experience, and Education.

It is important to use these section headings, as labelling them differently might affect your resume making it through the resume sorting system many companies use.

[Click here](#) for more information on resume styles from Indeed.



## 2. Use keywords, job titles, and phrases

When you are searching for, and looking at job postings that interest you, it's a good idea to examine what main experience and skills the employer is asking for.

Once you have found those keywords and phrases, make sure you write about matching skills, experience, and past job titles you have on your resume.

In the Summary section, you can highlight the top 3 skills or experience you have that is most relevant to the job.

Indeed's best practices for writing a Professional Summary [here](#)







## 4. Identify key accomplishments and career highlights

Your Work Experience section is where you can show even more relevant experiences that make you a strong candidate. Use 3 bullet points maximum for each past job.

Don't just write down the tasks you did at a previous job, include achievements and examples of things you did at a past workplace that improved something. Use numbers if you can, they are a powerful way to show your career highlights.

Tips from Indeed on writing strong bullet points [here](#)



# RESUME TIPS AND TRICKS

## Use a professional email address:

- It can be Gmail, Outlook, or another well-known email carrier. However if you apply for an office-based role Outlook is preferred.

Ex: JennyGreen@outlook.com or JennyG@outlook.com/

- Don't include personal information in your email address, like your birthday, pet's name, or a place you lived.
- No slang such as jokesonyou@gmail.com
- Do not use random numbers or letters as your whole email. Ex: 1234@hotmail.com



- Use the same font style from your resume on your cover letter.
- You do not need to include your age, marriage status, gender, or a picture on your resume.
- If you have education beyond the high school level, you do not need to include your high school diploma information in the Education section.
- If you don't have any "Work Experience" you can change the section heading to "Professional Experience", where you can list any volunteer or non-work experience.

Check Indeed for how to list volunteer experience on a resume [here](#)



- If you don't know what to write under the volunteer positions, you can describe what you learned from the experience of being in the role, while matching skills you used to skills listed in the job posting.
- If you have been working in the same industry for a long time, you may have similar or the same duties listed for each job. For each past job on the resume, you can instead highlight specific achievements and measurable successes. This shows your growth and development in that industry.



- While starting a career in a new country you might be worried that you don't have "Canadian work experience". You don't need to remove any career highlights from your resume. The work experience you have gained before coming to Canada is just as valuable.
- You can also note in the Summary what actions you have taken to learn about Canadian workplace environments and knowledge of industry codes (NOC codes). Showcase your efforts.

More information about the National Occupational Classification (NOC) system can be found on the Government of Canada NOC website [here](#)



# YOUR COVER LETTER

## 1. Header:

- Your contact information
  - name
  - address (city and postal code is okay)
  - email address and phone number
- Under your contact info, write the same information but for the hiring company.
- Next, write the date.
- These days it is most common to send an email cover letter, so you can leave out the address and date if you are emailing.



## 2. Greeting:

- Whenever possible, address the letter to a specific person. Try to find out the name of the person hiring, if you can't, use a general greeting such as "Dear Hiring Manager".

## 3. Opening paragraph:

- Start with a strong opening that grabs the reader's attention. Briefly introduce yourself and mention the job you're applying for. Explain why you're interested in the role and the company.

## 4. Second paragraph:

- Give more examples of achievements from your work background. Focus on successful outcomes and highlight related key skills and experience mentioned in the job posting/description.
- Don't repeat examples that you have already written on your resume. A cover letter should give extra information.



## 5. Closing paragraph:

- Here is where you express again what sets you apart from the other candidates and how well you can do the job. It's okay to sound confident here, just make sure your examples give proof of your abilities.

## 6. Salutation:

- Use a friendly but professional salutation like "Best regards" or "Sincerely" before writing your name/signature. This shows kindness and politeness to the employer.

For tips and examples on cover letter writing from Indeed [click here](#).





## 7. Things to remember:

Two key points your cover letter should explain:

1. Why you want to work at that job (be specific)
2. Why you are a great fit for the job (based on your understanding of the role)



- Use the same header and font from your resume. Be consistent.
- Make necessary changes before you apply to different roles, highlight different relevant skills.
- Avoid using Miss/Mrs/Mr.
- Use the greeting: Dear Hiring Manager (or hiring person's name if you know it).
- You don't need to submit a cover letter for every job you apply to, usually the job posting will say if you need to send both a resume and cover letter.



## 8. Cover Letter Template: For new graduates

[Your Name]

[City, Province, Postal Code]

[Phone Number][Email Address]

[Today's Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, Province, Postal Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the [Job Title] position at [Company Name]. As a recent graduate with a strong desire to contribute to a dynamic team like yours, I am excited about the prospect of using my skills and knowledge to make a meaningful impact.

During my academic journey, I have created a solid foundation in [your field of study] and have had the opportunity to develop valuable skills in [mention relevant skills]. I am particularly drawn to [Company Name] due to its commitment to [mention any specific company values or projects you find appealing]. I believe my adaptability, enthusiasm, and eagerness to learn align perfectly with your company's values.

Enclosed is my resume, which provides further details about my education, skills, and relevant experiences. I would be delighted to discuss how my unique background and passion for [mention specific areas of interest] could contribute to [Company Name]'s continued success and growth.

Thank you for considering my application. I look forward to the opportunity to contribute my abilities and learn from the talented team at [Company Name]. Please find my contact information above should you wish to get in touch.

Sincerely,

[Your Name]

# Cover Letter Template: For people making a career change

[Your Name]

[City, Province, Postal Code]

[Phone Number][Email Address]

[Today's Date]

[Recipient's Name]

[Job Title]

[Company Name]

[Company Address]

[City, Province, Postal Code]

Dear [Recipient's Name],

I hope you are doing well. I am writing to apply for the [Job Title] position at [Company Name]. As someone transitioning into a new career, I am excited about the opportunity to bring my skills and passion to contribute to your team.

In my previous role as a [Your Previous Job Title], I honed valuable skills in [mention relevant skills from your previous job], and I am eager to leverage them in this new role. I am enthusiastic about learning and adapting to new challenges.

What draws me to [Company Name] is its reputation for being a welcoming and supportive workplace. I believe my strong work ethic and determination to succeed align well with your company's values.

Enclosed is my resume, which highlights my transferable skills and experiences. Although my background may be different, I am confident that my enthusiasm, dedication, and commitment to continuous improvement will make me an asset to your team.

Thank you for considering my application. I am eager to discuss how my unique background and eagerness to grow in this new career path can benefit [Company Name]. Please feel free to contact me using the details provided above.

Sincerely,

[Your Name]

# Cover Letter Template: Basic style for everyone

[Your Name]

[City, Province, Postal Code]

[Phone Number][Email Address]

[Today's Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, Province, Postal Code]

Dear [Recipient's Name],

I am writing in interest for the [Job Title] position at [Company Name], as advertised [mention where you found the job posting]. I am confident that my experience in [relevant experience] and my passion for [relevant passion/interests related to the job] make me a strong candidate for this role.

In my previous role as [Your Latest Job Title] at [Your Latest Company], I [describe a key responsibility/achievement/outcome in 1-2 sentences]. I believe that this experience has prepared me well for the [Job Title] role at [Company Name].

What excited me most about the [Job Title] position at [Company Name] is [mention something specific about the job posting, company values, projects, etc., that attracted you to the job or company]. I believe that my [mention a key skill or trait relevant to the job] would allow me to [mention how you could contribute to the job or company].

I would love the opportunity to further discuss how my background and skills would make me a strong fit for your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]



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## HOURS OF OPERATION

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**Monday to Friday 8:30 AM - 4:30 PM**

 448 Tranquille Road, Kamloops, BC V2B 3H2

 [kis@immigrantservices.ca](mailto:kis@immigrantservices.ca)

 778-470-6101

Toll-Free: 1-866-672-0855

 [www.immigrantservices.ca](http://www.immigrantservices.ca)

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