

HELPFUL TIPS FOR YOUR JOB SEARCH

Interested in finding a job, but don't know where to start? Here are some helpful resources.



RESUME WRITING - WWW.RESUME.IO

Writing a resume can be hard, but you need one to apply to jobs. The website www.resume.io has resume designs already built-in and all you have to do is to follow the steps and type in information.

THINGS YOU'LL NEED

An email address: This is required to access resume.io and for employers to contact you

Phone number: Important for employers to contact you

HELPFUL TIPS

- Most employers do not require or expect you to put an address on your resume
- If you have little work experience, try to recall other experiences that have given you skills



COVER LETTER - WWW.RESUME.IO

www.resume.io also has cover letter templates already built. Writing cover letters may seem challenging, but following you only need to follow a few steps.

INTRO PARAGRAPH

Explain why you want to work there specifically and link it to specific facts

BODY PARAGRAPHS

Explain why you are an excellent candidate. You can explain your previous skills and experience

CONCLUSION

Thank the hiring manager for the opportunity



FINDING JOBS TO APPLY TO

Places where jobs are posted

www.linkedin.com

ca.indeed.com

www.ontario.ca/page/jobs-and-employment