

JOB SEARCH CHECKLISTS / QUICK TIPS



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EMPLOYMENT CENTRE

Professional Cover Letter Checklist

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Professional Resume Checklist

Writing a professional resume has one specific purpose: **To gain a solid start at writing your resume, follow the checklist below.** . A great resume will make it **easy** as possible for an employer to determine whether **you** might have what it takes to be successful in the position/company of interest based on your skills, education, or experience.

Use a standard font (Arial 10, Times New Roman 11, or Calibri 11)
Ensure dates are aligned with the right margin (set right tabs) and



Interview Preparation Checklist

Job interviews can be a source of concern. This checklist to help you prepare and feel more confident when it comes to explaining your qualifications.

Know where the location, find it on a day prior to the interview. It is best if you arrive about 10 minutes early. Take time to choose appropriate attire (



Networking Tips

Networking is an important skill since a high percentage of job vacancies are filled by referrals. The more contacts we have, the more people who will know about our current situation and what