

Newcomer Youth Employment Toolkit

Preparing Your Resume and Candidate Profile

Module 1 Workbook



Preparing Your Resume and Candidate Profile Workbook

This workbook is included in Module 1 of the Newcomer Youth Employment Toolkit and accompanies the workshop [Preparing Your Resume and Candidate Profile](#). Use this workbook throughout the workshop, and reference templates and information to help build your candidate profile.

Preparing Your Resume

Contact Information	
First Name	
Last Name	
Address (city, province)	
Email	
Phone Number	
Skills Summary (<i>what skills have you developed from the tasks and responsibilities of your jobs, volunteering and life experiences</i>):	
Education	
Diploma	
Graduation Date (month/year)	
Work or Volunteer Experience	
Company Name:	
Position Title:	
Date (range) you worked or volunteered there:	
Tasks/Responsibilities:	
Company Name:	
Position Title:	
Date (range) you worked or volunteered there:	

Tasks/Responsibilities:

Name of Club/Team:

Role/Position:

Skills gained:

Awards and Acknowledgements

(science fair win, acts of kindness, graduating with honours, etc.)

Type of award/acknowledgement

Description of recognition

Type of award/acknowledgement

Description of recognition

Writing a Cover Letter

YOUR NAME

Address

Phone

Email

Date

Recipient

Title

Company

Street Address

City, Postal Code

Dear _____,

I am very excited about the _____ position you are hiring for. I saw the ad posted on _____ and looking at the role has reinforced my interest in working with _____.

Having worked/volunteered at _____ has given me experience with _____ and _____ skills that will contribute to the _____ position with _____.

I would like to meet with you to discuss my experience and share with you how much I would enjoy working at _____. Please reach me at (____) - _____ or by email at _____@_____.

Sincerely,

Your Name

References

Even though you are not including references on your resume it's important to have them ready, if and when they are requested. You can have them typed out on a blank Word Document or the company you are applying for may have a form for you to fill in.

In Canada, when selecting references you need to choose someone that can speak positively about your professional experience.

Avoid putting relatives or friends.

Here are a few examples of professional references: **Other References:**

- Previous Manager/Coworker
- Business Owner
- Volunteer Organization
- Teacher/Principal/Coach
- Service Provider

It's ideal to have 3 references prepared. Fill in the name column below with people who you could ask to be a reference for you. When you ask them if they agree, collect the rest of the information you need.

Reference Information

Name	Role	Organization	Phone Number	Email

Reference Letter

If the people you ask would prefer to write a reference letter you can keep in your records and provide to employers as needed, ask them to include:

- Your name
- Your role
- Dates you were there
- Your contribution
- Why you were an asset
- Their contact information

Social Media Profile Checklist

Use the following to audit and understand the settings of your social media profiles like visibility and privacy.

List all platforms you have a profile on:

Check the following to see what information you are sharing online:

Google your name

Have a friend or someone you are “connected to” within the app show you what your profile looks like to them

If possible, have someone you are not connected to show you what your profile lookslike when they look you up

Locate and review privacy settings in all of your social media apps

Regularly check app settings when they update

Job Board Profiles

Not quite social media but important. If you have created a User profile on job boards like Indeed.ca. Review what your profile looks like and the information you have shared, updating you with new skills and experience when needed

