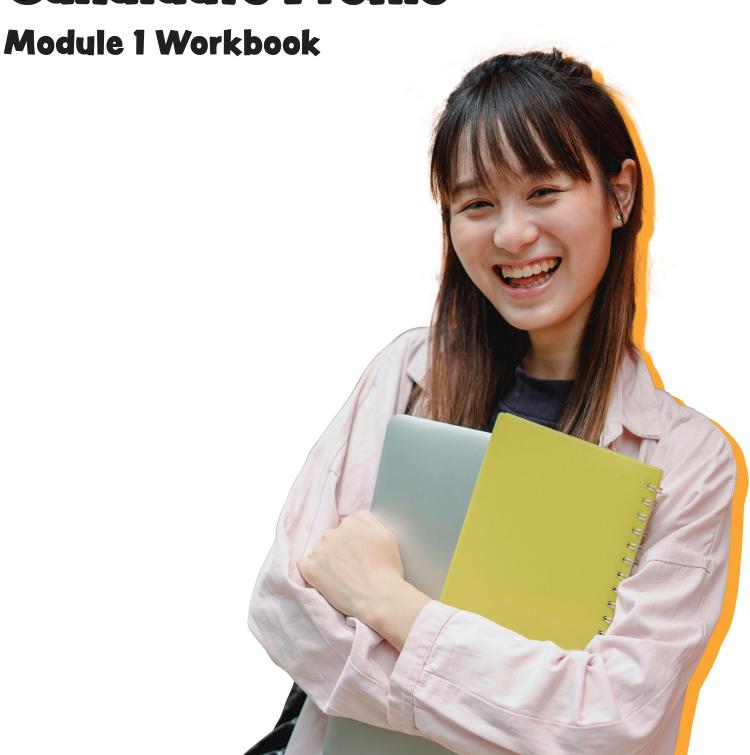
Newcomer Youth Employment Toolkit

Pering Your Resume and entitled Profile



Proporting Your Resume and Candidate Profile Workbook

This workbook is included in Module 1 of the Newcomer Youth Employment Toolkit and accompanies the workshop <u>Preparing Your Resume and Candidate Profile</u>. Use this workbook throughout the workshop, and reference templates and information to help build your candidate profile.

Preparing Your Resume

Contact Information	n
First Name	
Last Name	
Address (city, province)	
Email	
Phone Number	
Skills Summary (what and life experiences	at skills have you developed from the tasks and responsibilities of your jobs, volunteering):
Education	
Diploma	
Graduation Date (month/year)	
Work or Volunteer	Experience
Company Name:	
Position Title:	
Date (range) you w	orked or volunteered there:
Tasks/Responsibilit	ies:
Company Name:	
Position Title:	
	orked 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 posted on working with	and lookin	position you are hiring for. I saw the ad ng at the role has reinforced my interest in
Having worked/volunteered at and and position with		has given me experience withskills that will contribute to the
enjoy working atemail at	-	operience and share with you how much I would se reach me at (<u>) -</u> or by
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:

- Previous Manager/Coworker
- Business Owner
- Volunteer Organization

Other References:

- 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

6 Module 1 Workbook





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