

JOB APPLICATION PREPARATION



**STUDENT, GRADUATE & CO-OP
EMPLOYMENT CENTRE**



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Before you Start Your Cover Letter and Resume

Writing an application for a position of interest is no easy feat. It takes a considerable amount of time to put together an effective cover letter and resume that will stand out from the many applications an employer will receive. Starting the cover letter and resume preparation process early will allow you to take the time to create a strong application and impress the reader. Before you get started, follow the three steps below:



Ensure you have completed a self-assessment so that you have a solid knowledge of your skills, abilities, and interests. This is key to making sure your career choice will align with your personality, strengths, and passion. Free personality style assessments, career tests, and work inventories can be found here: <https://www.123test.com>



Analyze each previous position you have held (identify what you accomplished, what skills you developed, and what kind of tasks you enjoyed most). This will help with both your strengths identification as well as gaining an understanding of transferable strengths/skills for your career/position choice.



Prior to writing an application for a position of interest, you need to analyze the job posting and conduct research on the company. Just as employers will be assessing whether they feel you will be a strong candidate, you want to ensure that the position and the company would be a good fit for you. Identify the key competencies required for the position and review the responsibilities of the role.

You can create a T-chart (i.e. a Table in Word) to help you brainstorm how your experiences and qualifications match what the employer is looking for in the position of interest. Not only will this help you identify your suitability for the role but it will also help you gain a head start on preparing for an interview. It will also make it easier for you to tailor your documents specific to the particular opportunity, which will be more impactful to the end reader.

To make a T-chart, copy and paste the job requirements and qualifications on the left side and write down your matching qualifications and experience (specific examples) on the right side. Use concise, action-oriented statements that highlight something in your experience/education that relates to what they are looking for. Qualify and quantify whenever possible. Use the employer's words/phrases from the job posting and/or company website if it makes sense to do so (always be truthful on your application).

<h1>T-Chart</h1>	
Name:	Date:

See the following page for an example of a T-Chart. Although this example is based on an Accounting Co-op position, this tool and matching method can be applied for any type of position in any industry.



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T-Chart Example:

Job Requirements/Qualifications	What have you done to demonstrate these? (Match your experience, education, and skills)
We are seeking a highly motivated Co-op Accounting student to join our finance team in West Kelowna. This role is suited to an individual committed to advancing their knowledge in a fast-paced, dynamic, team-oriented organization.	Provide an example(s) to demonstrate that you have performed in a fast-paced, dynamic, team-oriented environment. Think of something you're proud of (i.e. an accomplishment) where you collaborated with a team to accomplish a goal.
Good organizational skills with the ability to prioritize numerous tasks.	Provide an example to demonstrate your organizational skills/ability to prioritize. Example: Taking five courses, working part-time and maintaining a 90% average.
Ability to communicate effectively, both verbally, and in writing.	Provide an example(s) to demonstrate your communication ability. Think of something you're proud of (i.e. an accomplishment) where communication was required. Have you presented in front of a large group, communicated pertinent information to a customer, written an extensive term paper, etc.)
Previous experience in an office environment is an asset.	If you have previous office experience, make sure you list it within the Experience section of your resume.
<ul style="list-style-type: none">• Assist with month-end journal entries & audit requests• Prepare monthly account reconciliations and analyze general ledger accounts• Assist with fixed asset ledger maintenance and monthly reconciliations with general ledger• Assist with Accounts Payable and Accounts Receivable• Develop Excel models and templates to assist with efficiencies in reporting and analysis• Document scanning, filing and document management responsibilities	<p>Have you taken any courses that would address your learning related to these tasks you would be doing?</p> <p>Have you worked on any projects where you were responsible for any of these tasks?</p> <p>Do you have any professional or volunteer experience where you performed any of these tasks?</p>
<ul style="list-style-type: none">• 3rd – 4th year business/accounting student• Good business acumen; strong desire to learn• Outstanding attention to detail• Excellent computer skills with proficiency using Microsoft Office programs; Excel skills must be intermediate or above	In the first paragraph of your cover letter, state that you are currently pursuing your BBA in Accounting. Provide an example(s) to demonstrate your attention to detail. In your Highlights of Qualifications section on your resume, state your Excel skills. What examples can you provide to demonstrate using Excel.
Position: 4-month Co-op Accounting student position with the potential to be extended. Monday to Friday, 40 hours per week.	If you are looking for 4 months and able to consider extending to a second Co-op term, state this in the first paragraph of your cover letter.



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Writing an Effective Cover Letter and Resume

****For information on how to write an effective professional cover letter and resume, please refer to the Professional Cover Letter Guide and the Professional Resume Guide on our website.**

Reviewing Your Application

Company Perspective

Before submitting your application, we strongly recommend that you look at your whole application with a critical eye and consider it from the perspective of the company as they are assessing numerous applications. Based on feedback from employers, these are some of the questions they may be asking themselves as they read through your application:

- Has the applicant demonstrated that they are excited about this position and our company?
- What has this student done in the past? How have they cultivated the transferrable skills that will enable them to succeed in this position?
- What accomplishments has this person contributed at previous jobs or at university/college? How have they differentiated themselves from their peers?
- Will they fit into our team?
- Are they willing to work hard?
- Are they flexible – can they balance time demands?
- Does this student present him/herself well?
- Does this student stand out and make me want to interview them?

Questions to Ask Yourself:

Before you submit your application, take another look at it and ask yourself the following questions:

- Have I conveyed my knowledge and understanding of both the company and position?
- Have I highlighted my strong “selling points”?
- Is it easy to read?
- Do my accomplishments and achievements stand out?
- Have I checked for spelling, grammar, and punctuation errors?
- Have I done a good job at identifying and communicating what makes me unique?



Have your resume and cover letter proofread a minimum of 3 times to ensure all spelling and grammatical errors have been identified. The majority of employers eliminate applications based on even ONE spelling or grammatical error.



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Saving your Application Documents

Ensure you save your cover letter and resume as separate documents as PDF (.pdf) files (unless a different file type is requested by the employer. The name of your documents should be professional (i.e. First Name – Last Name – Cover Letter and First Name – Last Name – Resume). Save your references page as a separate PDF document as well. The name of your document should be professional (i.e. First Name – Last Name – References).

Submitting your Application

If submitting your application via email, be sure to write a professional email that is clear and concise with your cover letter and resume attached as PDF files (unless a different file type is requested by the employer). In the subject line, be sure to note the job posting you are applying for (along with the position number or competition number). Proofread your email to ensure there are no spelling or grammar errors and the tone is professional.

Sample Email:

Dear Ms. Hart,

I am a first year Bachelor of Business Administration student specializing in Marketing applying for the Marketing Assistant Co-op opportunity available for May through August, 2019.

Please accept the attached cover letter and resume and if you have any questions or require any additional information, I can be reached through the phone number or email address listed below.

Thank you for your time and consideration.

Sincerely,

Leslie Smith

250-123-4567

leslie.smith@sample.com