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COVER LETTER & RESUME WRITING TIPS

Documents to include when applying

- ☑ Cover letter
- ☑ Resume
- ☑ Proof of COVID-19 vaccination

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How to write a cover letter

Basic structure of a cover letter

Your contact information:

- ☑ Your first and last name.
- ☑ Address.
- ☑ Contact phone number.
- ☑ Email.

Their contact information:

- ☑ Name of the company you're applying to.
- ☑ Address of the facility you're applying to.
- ☑ Greeting line.

Opening paragraph

- ☑ Introduce yourself.
- ☑ Why are you interested in the role?
- ☑ What are your current qualifications?
- ☑ Personalize this for the for the role you're applying for by including:
  - Title – (New Grad, Registered Nurse).
  - Competition number (5606519).

Structuring the body of a cover letter

- ☑ Write a short bio about yourself.
- ☑ Education.
- ☑ Relevant clinical experience.
- ☑ Major achievements.
- ☑ Skill set you would bring to their current team and why you're the right person for the job.

Writing the closing paragraph

- ☑ Wrap up any remaining points.
- ☑ Thank the manager for their time.
- ☑ Call to action.
- ☑ Let them know the best time to get a hold of you.

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Basic structure of a resume

The structure of a resume includes

Header

- [x] Your contact information, professional email address and valid phone number

Objective

- [x] This is optional.

Education

- [x] List education starting with the most recent.
- [x] Include school name, campus, and year of completion (or expected completion date).

Practical experience

- [x] List clinical experiences starting with most recent – even if not completed put in progress, or dates you are expecting to be in that clinical.
- [x] No need to provide what course it was linked too, just want unit, and at which facility.
- [x] Provide dates these clinical were completed.

Work experience

- [x] List any recent work experience.
- [x] No need to include dated work experience (ie. Babysitting when you were 14).

Volunteer experience

- [x] List any recent work experience.
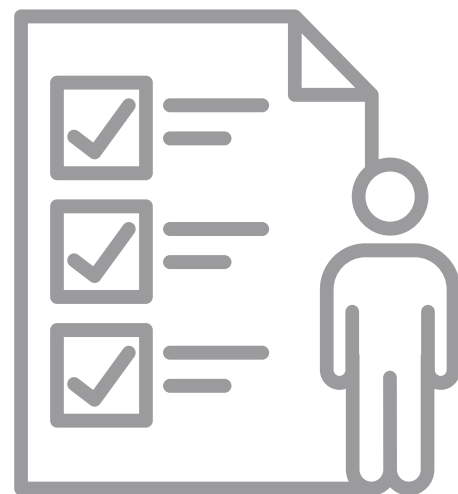
Resume tips

Keep it simple.

- ☑ No need for fancy graphics or pictures.
- ☑ Cover letter and resume should have a similar look.
- ☑ Free templates can be found online or within whatever application you create it on.

Check for spelling or grammatical errors.

List education first.

Include employment experience.

Leave out personal information.

Use a professional email account.

- ☑ If you don't have one, create one or use your student account.
- ☑ Be sure this account is check regularly.
- ☑ Be sure this account matches the one you have used to create your online application file.

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