


Cover Letter and Resume

As you gain experience and skills throughout your life, make sure to update and improve your cover letter and resume so you can successfully apply for jobs. You may feel as though you still don't have a lot of experience to write about, but you probably have more than you think! Try to remember any of the paid or unpaid work or volunteer experience you have, any transferable skills you have gained through activities inside or outside of school, or any new or interesting classes you have taken. Decide what first job you would like to have. Use the internet to find the company's job description and read about what skills and knowledge are required. Compose a one page cover letter that expresses your interest in the specific job you are applying for and describes several of your skills and experiences that make you the best candidate for the job. Plus, compose a one page resume that summarizes your relevant skills, educational background, achievements, work/volunteer experience, and interests. Make a positive first impression with the hiring manager by demonstrating your communication skills in a professional way.

			
	Emerging / Developing	Proficient	Extending
Connections		Creates connections between ideas with a broad and clear understanding.	
Perspectives		Explains perspectives with a logical and justified interpretation.	
Writing & Design		Applies writing and design strategies to organize a progression of ideas.	
Grammar & Punctuation		Revises for grammar and punctuation in a thorough and mostly accurate way.	

Self-Assessment:

Teacher-Assessment:

Cover Letter Template

Your first and last name
Your street address
Your city, province *(abbreviated)*, postal code
Your phone number
Your email address

Who you are writing *(Mr./Ms./Mrs.)* first and last name
Person's title *(If you don't know, use Hiring Manager)*
Company's name
Company's street address
Company's city, province *(abbreviated)*, postal code

Today's date *(month, day, year)*

Dear *(Mr./Ms./Mrs.)* last name:

(If you don't know, use Dear Hiring Manager:)

(State the job you are applying for and where you saw it advertised. Express your enthusiasm for the company and the job.)

(Explain how your skills, experiences, and education make you a good candidate for this job.)

(Thank the manager for considering your application. Ask for an interview and give contact information.)

Sincerely,

(Best regards, Respectfully, or Thanks, are also okay.)

Your handwritten signature

Your typed first and last name

Resume Template

Your first and last name *(in 18 font size)*

Your street address *(in 12 font size)*

Your city, province *(abbreviated)*, postal code

Your phone number

Your email address

Objective: *(What job at a company are you hoping to be hired for?)*

Skills

- *(List the skills that you possess that are most relevant to the job you are seeking.)*
- _____
- _____
- _____

Education

Chemainus Secondary School Chemainus, B.C.

Expected Graduation

(Month Year)

Relevant Courses: _____

(List 3 to 4)

Achievements: _____

(Optional)

Volunteer Work: _____

(Optional)

Extracurricular Activities: _____

(Optional)

Experience

(Job Title) _____ *(Month Year started – Month Year ended or Present)*

(Company you worked/volunteered, city, province [abbreviated])

- *(Explain what you did. Start every bullet point with a past tense action verb.)*
- *(Personal pronouns such as "I", "my", "we", and "our" should not be used.)*
- _____
- _____

Interests

_____ *(List 3 to 4)*