

Resume and Cover Letter Preparation

You can increase your job search success by customizing your resume and cover letters to specific job opportunities. As a job searcher it is your job to make it easy for employers to see that you are a good match.

To customize your resume and cover letters:

1. Identify the skills needed in the job opportunity
2. Select the most appropriate resume format
3. Type your resume:
 - a. State an Objective specific to the job posting
 - b. Included a Summary of Skills related to the skills mentioned in the job posting
 - c. Include accomplishment statements to back up your skills
4. Type your cover letter

1. Identifying skills needed in the job opportunity for your Summary of Skills.

The screenshot shows a job posting for 'Automotive Service Technician' (Job ID E 11134) on the FOCUS website. The job description includes: 'Canadian Tire requires an experienced Automotive Service Technician. Duties include adjust, repair or replace parts and components of automotive systems and components using computerized diagnostic and other testing devices to diagnose and isolate faults.' The 'Type of Experience or Skills Required' section states 'Must be a licenced Mechanic'. The 'Other Requirements' section lists: 'Driver's Licence', 'Car', 'Certification/Designation', 'Ability To Travel', 'Specific Attire', and 'Wage Subsidy Eligible'. The job location is Alliston, and the type of work is Permanent. The term of employment is not specified, and the wage is TBA. The hours of work are TBA, and the days of the week are varied, including weekends. The shift work is not specified, and the start date is TBA. A note at the bottom states: 'Please note that only those candidates selected for further consideration will be contacted by the employer. This advertisement has been provided by an employer external to FOCUS. FOCUS is not responsible for the accuracy, the authenticity and the reliability of the content.'

Sarah Smith
123 Main Street
Alliston, Ontario L9R 1J5
705-555-1234
sarahsmith@email.com

Objective

To obtain a full time position as Automotive Service Technician at Canadian Tire in Alliston, Focus Job I.D. # 11134.

Summary of Skills:

- Careful with automobile component adjustments
- Experienced with automotive parts repair and replacement
- Good diagnostics skills
- Familiar with computerized diagnostics equipment
- Valid mechanic's license

Work Experience

2006-2008 Mechanic, Cars-R-Us – Alliston, ON

- As an analytical person able to use computerized diagnostic devices to quickly isolate problems and faults needing repair.

Note: If a current job posting is not available use the National Occupation Classifications to get a general idea of needed skills:

- a. Go to www.focuscdc.on.ca
- b. Click on **Links**
- c. Click on **What's Out There**
- d. Click on the link "Occupation **Descriptions – National Occupation Classification, Index Search**
- e. In the **Keyword** box type the name of the job, then click **SEARCH**
- f. Click on the **4-digit number** closest to your desired job
- g. Review the **Main Duties** to get an idea of require skills

2. Select the most appropriate resume format

Chronological format

For staying in the same kind of work

(your name and contact information)
Objective (State the position and employer.)
Summary of Skills: <ul style="list-style-type: none">• (skill 1)• (skill 2)
Work Experience Date: _____ Position: _____ Employer: _____ <ul style="list-style-type: none">• (Describe your duties and accomplishments)• (Describe your duties and accomplishments)• (Describe your duties and accomplishments)
Volunteer Experience (if relevant) Date: _____ Position: _____ Agency: _____ <ul style="list-style-type: none">• (Describe your duties and accomplishments)• (Describe your duties and accomplishments)
Education & Training: Date: _____ School: _____ Location: _____
Hobbies: (if relevant)
<i>References available upon request</i>

Functional format

For moving into different work

(your name and contact information)
Objective (State the position and employer.)
Summary of Skills: <ul style="list-style-type: none">• (skill 1)• (skill 2)
Relevant Accomplishments: <ul style="list-style-type: none">• (Describe your relevant accomplishments)• (Describe your relevant accomplishments)
Work Experience Date: _____ Position: _____ Employer: _____ Date: _____ Position: _____ Employer: _____
Volunteer Experience (if relevant) Date: _____ Position: _____ Agency: _____ Date: _____ Position: _____ Agency: _____
Education & Training: Date: _____ School: _____ Location: _____
Hobbies: (if relevant)
<i>References available upon request</i>

3. Type your resume

Objective

Employers want to know exactly the work you want. State the following in your objective:

1. If you are looking for full time or part time
2. The name of the position
3. The name of the employer

Example:

Objective: *To obtain a full time position as Customer Service Representative at Canadian Tire in Alliston.*

Summary of Skills:

Provide short phrases of your skills that are relevant to the job (see example above).

Accomplishment Statements

Employers look for “proof” of your skills. Be sure to have at least one accomplishment statement for each skill mentioned in your Summary of Skills. Accomplishment statements describe:

- a. What you did
- b. How you did it
- c. The results of your work

As an analytical person able to use computerized diagnostic devices to quickly isolate problems and faults needing repair.

How you did it

What you did

Results

Look and Layout

The look and layout of your resume is determined by the type of job you are applying for and the type of employer you are approaching. Use the following resources for samples:

- a. Check examples in our Links:
- b. Go to **www.focuscdc.on.ca**
- c. Click on **LINKS**
- d. Scroll down to **Resumes – Sample layouts and formats** (or use the books in the centre)

4. Type your cover letter

Your cover letters needs to "AID" the reader to be interested in your resume. It's a brief summary of what you like about the employer, what makes you interesting, and your greatest skill. Here are the 4 components and a template of a brief cover letter:

A.I.D.A.

A – Say something you know about the employer to get their **Attention**

I – State the most **Interesting** thing about you, and

D – the most **Desirable** skills you have needed in the job

A – Say the **Action** you will do to follow up.

TEMPLATE:

(name and address of employer)

(date)

Dear _____ ;

1. I am excited to see your advertisement for the _____ (job title) position since I admire the work your organization does with _____ (fill in the details). I want to be part of your _____ (product or services).
2. I have always been interested in the type of services you offer because I _____ (give an example).
3. As you will see in my resume I _____ (state accomplishment e.g. won over a new account from the competition) _____ (skill e.g. by networking with the customer and offering a new product) _____ (result e.g. that increased our sales by 35%).
4. I look forward to an interview with you. I will give you a call _____ (state date e.g. next week) to see if you have any questions about my resume.

Sincerely,

SAMPLE Chronological format

Sarah Smith
123 Main Street
Alliston, Ontario L9R 1J5
705-555-1234
sarahsmith@email.com

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- Good diagnostics skills
- Familiar with computerized diagnostics equipment
- Valid mechanic's license

Work Experience

2006-2009 Mechanic, Cars-R-Us, Alliston, ON

- As an analytical person able to use computerized diagnostic devices to quickly isolate problems and faults needing repair
- Experienced in repairing adjusting components meeting service quality levels and consistently within shop flat rate book time
- Able to trouble shoot by being able to recognize electrical, mechanical, or pneumatic symptoms resulting in quick and accurate diagnostics
- As a quick learner understood how to operate the Clean-Air computerized diagnostic equipments faster than most people

2004-2006 Shop Assistant, Truck-R-U's, Tottenham, ON

- Learned to operate most shop equipment quickly by watching, trying, and gaining feedback
- As a safety minded person followed all health and safety precautions, using safety guards, and wearing appropriation protection gear resulting in no damage to vehicles and personal injury

Volunteer Experience

Summer 2008 Volunteer Mechanic, Car Refurbishing Program at Essa Community Church

- Listened to people in order to understand their transportation needs and challenges making them feel valued
- Worked with a group of volunteers to refurbish donated vehicles for people experiencing transportation challenges to employment

Education & Training:

2006 Clean-Air Certified
2003 Banting Memorial High School
2002 Youth Apprentice Program, Automotive Mechanic

Hobbies:

- Restoring antique cars
- Home machine shop

References available upon request

TEMPLATE
Chronological format

(your name and contact information)

Objective: _____

Summary of Skills:

- _____
- _____
- _____

Work Experience

Date: _____ Position: _____ Employer: _____

- _____
- _____
- _____

Date: _____ Position: _____ Employer: _____

- _____
- _____
- _____

Volunteer Experience (if relevant)

Date: _____ Position: _____ Agency: _____

- _____
- _____

Education & Training:

Date: _____ School: _____ Location: _____

Hobbies: (if relevant)

- _____

References available upon request

TEMPLATE Functional format

(your name and contact information)

Objective: _____

Summary of Skills:

- _____
- _____
- _____

Relevant Accomplishments

- _____
- _____
- _____

Work Experience

Date: _____ Position: _____ Employer: _____

Date: _____ Position: _____ Employer: _____

Volunteer Experience (if relevant)

Date: _____ Position: _____ Agency: _____

Education & Training:

Date: _____ School: _____ Location: _____

Hobbies: (if relevant)

- _____

References available upon request

SAMPLE Functional format

Sarah Smith
123 Main Street
Alliston, Ontario L9R 1J5
705-555-1234
sarahsmith@email.com

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Relevant Accomplishments

- As an analytical person able to use computerized diagnostic devices to quickly isolate problems and faults needing repair
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- As a quick learner understood how to operate the Clean-Air computerized diagnostic equipments faster than most people
- Learned to operate most shop equipment quickly by watching, trying, and gaining feedback
- As a safety minded person followed all health and safety precautions, using safety guards, and wearing appropriation protection gear resulting in no damage to vehicles and personal injury
- Listened to people in order to understand their transportation needs and challenges making them feel valued
- Worked with a group of volunteers to refurbish donated vehicles for people experiencing transportation challenges to employment

Work Experience

2006-2010	Mechanic, Cars-R-U's, Alliston, ON
2004-2007	Shop Assistant, Truck-R-U's, Tottenham, ON

Volunteer Experience

Summer 2008	Volunteer Mechanic, Car Refurbishing Program at Essa Community Church
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Education & Training:

2006	Clean-Air Certified
2004	Banting Memorial High School
2003	Youth Apprentice Program, Automotive Mechanic

Hobbies:

- Restoring antique cars
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References available upon request