

# **JOB SEARCH CHECKLISTS / QUICK TIPS**



ST DENT, RAD ATE & CO-OP  
EMPLOYMENT CENTRE

# Professional Cover Letter Checklist

If you



# Professional Resume Checklist

Writing a professional resume has one specific purpose: **To gain a solid start at writing your resume, follow the checklist below.** . A great resume will make it **easy** as possible for an employer to determine whether **you** might have what it takes to be successful in the position/company of interest based on your skills, education, or experience.

Use a standard font (Arial 10, Times New Roman 11, or Calibri 11)  
Ensure dates are aligned with the right margin (set right tabs) and





# Interview Preparation Checklist

Job interviews can be a source of concern. This checklist to help you prepare and feel more confident when it comes to explaining your qualifications.

Know where the location, find it on a day prior to the interview. It is best if you arrive about 10 minutes early. Take time to choose appropriate attire (



# Networking Tips

Networking is an important skill since a high percentage of job vacancies are filled by referrals. The more contacts we have, the more people who will know about our current situation and what