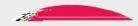
JOB SEARCH CHECKLISTS / QUICK TIPS

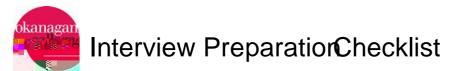


ST DENT, RAD ATE & CO-OP EMPLOYMENT CENTRE Professionalover Lettehecklist



Writing a professional resume has one specific purposevin an interview A great resume will make it **ea**sy as possible for an employer to determine whether **yoight** have what it takes to be successful in the position/companyof interest based on your skills, education, or experientiage gain a solid start at writing your resume, follow the checklist below.

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



Job interviews can be a source of concienyou h \dot{A} v [s Z u μ Z Æ ‰ CE] v \dot{A}] s Z s Z u X h • checklist to help yopprepare and reel more confident when it comes to explaining your qualifications.

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Know where the] v š $(E \dot{A})$ $(A \dot{A}) \circ o \circ \dot{S} = v Z \dot{A} \dot{C} \mu \dot{A} \circ o P \dot{S} Z CE v \dot{S}$ the location, find it on a day prior to the interviewt) is best if you arrive about 10 minutes early Take time to choose appropriate attire (



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 bout our current situation and what