

Résumés, Cover Letters & Interview Skills

Presented by: Michelle Hennessey, Career Counsellor
Friday, November 29, 2024

Join the team!



Student Housing is hiring for
the 2025-26 Year!

Accepting applications until
December 18

trentu.ca/housing/hiring



STUDENT HOUSING

A Resume is...

- Your personal marketing tool
- Written description of your relevant abilities, experiences, knowledge, and accomplishments
- Highly targeted, concise and customized
- Your first impression
- Always changing!



Targeting Your Resume

- You don't have long to make a strong first impression
- Make all **7 seconds** count!
- Target your applications, and take care when formatting
- **Keep the employer's perspective in mind**



Using Keywords to Target Your Resume

- Keywords are specific skills, qualifications or experience that an employer is looking for
- Use the job description to determine which keywords to include in your resume
- Ensure you use the same phrasing of that specific skill (but don't copy entire sentences!)
- Include keywords in your highlights section, accomplishment statements, education, etc.

Keyword Search- Service Centre Assistant

Find as many keywords as you can!

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Ability to develop excellent professional interpersonal relationships and communicate effectively.
- Demonstrated creativity and sound problem-solving skills.
- Demonstrated customer service skills, responsibility, and leadership abilities.
- Ability to work independently with minimal supervision, take initiative and be proactive.
- Shows maturity, responsibility and a positive attitude towards the tasks at hand.
- Working knowledge of computers and Microsoft Suite (excel, outlook, word, and MS Teams).
- Knowledge of Trent's Student Housing department and the College Residences is considered an asset.
- • Willingness to work some evenings and weekends.

Format & Organization

- Use a simple, clean resume design and format, and avoid fancy templates
- 1-2 pages
- Simple, readable font size and style
 - E.g., Calibri or Arial, size 11
- Consistent spacing and formatting
- Use bold, italics or underlining for emphasis, but don't overdo it

COMMUNITY WORKER

HIGHLIGHTS OF QUALIFICATIONS

- Experience providing front-line services to diverse groups and individuals, including newcomers, youth, and persons with disabilities
- Extensive knowledge of community resources and personnel in the Peterborough area
- Experience researching gaps in community services and making recommendations to improve access
- Skilled in interviewing and educating youth with experience gained in peer support roles
- Teamwork and communication skills gained through collaborative, community-based research
- Advanced abilities with Microsoft Word, Excel, Power Point

EDUCATION

Bachelor of Arts, Psychology

Trent University, Peterborough ON Sept. 2016 - Present

- Relevant Courses:
 - Child and Family Development, Behaviour Modification, Abnormal and Social Psychology
- Trent Community Research Centre, Research Project Sept. 2017 - May. 2018
"Food Bank Needs Assessment Survey"
 - Worked with Kawartha Food Share, a food distribution agency in Peterborough and area
 - Developed and implemented a survey of people using food banks to see if there was a need for a new and independent central food bank
 - Produced a final report recognizing the positive work of the agency while recommending a need to further organize around root causes of hunger

RELEVANT EXPERIENCE

Group Leader June 2019 - Present

Brock Mission, Peterborough, ON

- Facilitated a support group for unhoused persons offering mental health support
- Implemented case plans with individuals experiencing the negative impacts of income insecurity
- Developed and executed a learning event for young people to educate them about living wage

Volunteer Support Worker

Summer 2017, 2018

Youth Help Centre, Peterborough ON

- Provided assessment, advocacy, intervention and follow-up services to youth with social barriers
- Established ongoing supportive working relationships while accessing relevant services for clients
- Delivered dynamic presentations to community partners to maintain community connectedness

OTHER WORK EXPERIENCE

Cashier (part time) July 2016 - Dec. 2018

Dairy Queen, Peterborough ON

EXTRA-CURRICULARS

Helpline Volunteer May 2018 - Present

Canadian Mental Health Association, Peterborough, ON

President Sept. 2017 - May 2018

Trent University Psychology Undergraduate Society, Peterborough, ON

Publicity Coordinator Sept. 2016 - May 2017

Trent University Psychology Undergraduate Society, Peterborough, ON

Resume Sections

- Contact Info
 - Name, email, phone #, address, LinkedIn URL (optional)
- Highlights of Qualifications/Summary
- Education
- Experience (paid/unpaid/combined)
- Additional sections: Awards, Certifications, Professional Affiliations, Projects



Highlights of Qualifications

- 5-7 short statements that highlight hard and soft skills, knowledge, education and experience
- May also be called a “Summary”
- Reflect and summarize the job ad by including keywords
- Prove it with brief examples, details, and context of how you gained the skills required

HIGHLIGHTS OF QUALIFICATIONS

- Dedicated to fostering open relationships between students and departments, promoting engagement and participation.
- Experienced in managing inquiries and concerns, escalating them to the appropriate channels as needed.
- Quick to adapt to new processes and procedures, aiding in troubleshooting and guiding students through system-related concerns
- Able to effectively communicate with others and problem solve, as demonstrated through leadership tasks within extracurricular activities.
- Advanced skills with Microsoft Word, Excel, and PowerPoint; able to quickly learn new processes and procedures.

Education

- Include:
 - Major/minor/specialization
 - Details about relevant courses, projects, thesis, etc.
 - Honour Roll with year(s) achieved
 - Extracurriculars
- After 1-2 years of university, don't include high school

EDUCATION

Bachelor of Business Administration

Sept. 2017 - Present

Trent University, Peterborough, ON

Relevant Courses:

- Management, Marketing, Accounting, Human Resources, Computer Studies
- Third Year Administration - Entrepreneurship and Small Business

Relevant Projects:

- Through Trent Community Research Centre, completed a project entitled: Business Plan for a Peterborough Online Order Company
- Worked for Community Opportunity and Innovation Network (COIN) to assess the feasibility of developing an online business focusing on the sale of products produced in the Peterborough/Kawartha Lakes area



Relevant Experience

- Paid work
- Placement/practicum
- Co-op or internship
- Volunteering

Really emphasize any leadership experience or academic experience



Styles of Resumes

1. Experience-based
“Chronological”
2. Skills-based
“Functional”
3. Combination
“Hybrid”

Experience-based/ Chronological Resume

- The most well-known format
- Useful when you have some or lots of relevant experience (paid and/or unpaid)
- Experience is listed in reverse-chronological order, and accomplishments are listed below each entry

Oluwaseun Babatunde

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www.linkedin.com/in/Oluwaseun-Babatunde984

HIGHLIGHTS OF QUALIFICATIONS

- Motivated, enthusiastic, and organized Lady Eaton College member with a commitment to the success of college events and activities
- Office reception experience gained from volunteering within an administrative role in a fast-paced environment
- Experience creating and promoting social media content on Facebook, Instagram, and Twitter to increase participation in events and activities
- Able to effectively communicate with others and problem solve, as demonstrated through leadership tasks within extracurricular activities
- Advanced skills with Microsoft Word, Excel, and PowerPoint; able to quickly learn new processes and procedures

EDUCATION

Bachelor of Arts (Honours), Psychology

Sept. 2019 – Present

Trent University, Peterborough, ON

- Dean's Honour Roll (2019 – 2021)

RELEVANT EXPERIENCE

Social Media Assistant (Volunteer)

Jan. 2020 – Present

Trent International Student Association, Peterborough, ON

- Created innovative and diverse social media posts to promote events, increasing social media engagement by 25% within two months
- Managed the group's Facebook, Twitter, and Instagram pages; promoted content and responded to students' questions with a high degree of professionalism
- Implemented new advertising techniques, expanding the group's reach to TikTok, resulting in an increase in engagement and awareness of TISA events

Outreach Assistant (Volunteer)

Sept. – Dec. 2019

Trent World Action Council, Trent University, Peterborough, ON

- Met with students weekly to discuss the organization's services, goals and mission, and coordinate future meetings
- Operated the reception desk, welcoming students in a friendly manner and identifying resources and information to support students in their navigation of community services
- Reached out to 26 community organizations to coordinate donations for events

EXTRACURRICULAR ACTIVITIES

Member of the Psychology Undergraduate Society

Sept. 2019 – Present



“Relevant” vs. “Additional” Experience

RELEVANT EXPERIENCE

Accounting Placement Student

Jun. - Aug. 2019

Blackburn Bookkeeping Inc. | Scarborough, ON

- Prepared monthly bank reconciliations and monthly expense statements for seven departments
- Assisted with auditing and expense report processing for 100+ employees with accuracy and efficiency
- Audited accounts payable to ensure accuracy in billing to general ledger accounts
- Assisted with the coordination and compilation of monthly and annual budgets
- Implemented a method for organizing data resulting in the improvement of information sharing between departments

Administrative Assistant

Sept. 2013 - Jul. 2016

ABC Company | Markham, ON

- Scheduled 30-50 weekly appointments and meetings for Account Managers and their clients
- Maintained a high level of organization; implemented a new filing system and digitized where possible
- Tracked office expenses and inventory for three branches, ensuring that supplies were well-stocked
- Responded to customer inquiries, and redirected to appropriate departments with a high level of courtesy and professionalism

ADDITIONAL EXPERIENCE

Cashier | Walmart | Peterborough, ON

Oct. 2018 – Present

Camp Counsellor | YMCA Outdoor Centre

May – Aug. 2017

- This is a great option for jobseekers who have *some* relevant experience (paid or unpaid)
- You have the flexibility to only expand on skills and duties from relevant positions, and only have basic details (position, company, location, dates) for irrelevant experience



Skills-based Resume

- Useful when you do not have relevant experience
- Allows you to articulate skills learned through studies
- “Relevant Skills” section includes 2-3 subheadings that are relevant for the job
- Job duties/accomplishments from paid and unpaid experience, along with skills and knowledge gained through coursework, are written below the subheadings
- Employment History section only includes: Positions, Company Names, Locations and Dates

MITRA ROSTAMI

Fergus, ON, K1B 2C3 | (555) 123-4567 | mitrarostami2@trentu.ca
linkedin.com/in/mitra-rostami-0586/

PROFILE

Dedicated, creative and collaborative Bachelor of Business Administration student with experience in market research, communications, and brand development. Demonstrated ability to exceed sales targets and grow brand recognition with social media strategies.

SUMMARY OF QUALIFICATIONS

- Experience successfully developing a returning customer base in online sales
- Knowledgeable about Instagram, TikTok, Twitter, LinkedIn and Facebook marketing strategies to increase brand awareness and expand reach
- Extensive hands-on experience in market research and competitive analysis developed through account development roles and coursework
- Motivated and enthusiastic about developing lasting business relationships with clients
- Teamwork skills gained through collaborative research and brand development projects
- Creative and communicative with experience crafting unique product messaging

EDUCATION

Bachelor of Business Administration Sept. 2017 - Present
Trent University, Peterborough, ON

Relevant Courses:

- Management, Marketing, Accounting, Human Resources, Computer Studies
- Third Year Administration - Entrepreneurship and Small Business

Relevant Projects:

- Through Trent Community Research Centre, completed a project entitled: Business Plan for a Peterborough Online Order Company
- Worked for Community Opportunity and Innovation Network (COIN) to assess the feasibility of developing an online business focusing on the sale of products produced in the Peterborough/Kawartha Lakes area

RELEVANT SKILLS

Advertising & Marketing

- Collaborated with product developers to create a market research survey; conducted 40 consumer interviews, interpreted results, and compiled a report of recommendations
- Organized and styled merchandise on a biweekly basis to be photographed for a giftware website, resulting in a 15% increase in online orders
- Kept accurate current digital records of inventory, international suppliers, brokers and shippers

Sales & Account Development

- Increased a small publication's advertising revenue by 35% through innovative social media strategies
- Made cold calls and follow-up visits to retail outlets throughout the Ottawa region, and successfully partnered with 6 retailers, increasing distribution channels by 60%
- Strategized with a small team to improve upon upselling approaches, resulting in a 22% increase in demand

EMPLOYMENT HISTORY

Sales Coordinator at Jana Imports, Ottawa, ON Summer 2017
Distribution Coordinator at Deja Vu Publishing Co, Toronto, ON Summer 2016
Head Cashier at Bill's Dairy Products, Toronto, ON Oct. 2014 – Dec. 2015

CERTIFICATES & TRAINING

Microsoft Excel (Intermediate) | Coursera 2018



Hybrid/ Combination Resume

Bea Gonsalves

Toronto, Ontario, M1M 1M1 | beagonsalvez123@email.ca | 647-123-4567 | www.linkedin.com/bg123

SUMMARY OF QUALIFICATIONS

- Detail-oriented and efficient BBA student with excellent knowledge of accounts receivable and accounts payable processes
- Demonstrated ability to thoroughly investigate and reduce reconciliation discrepancies
- Able to closely follow accounting practices and procedures with meticulous attention to detail
- Knowledge of payroll and benefit procedures with experience maintaining accurate employee records
- Collaborative team player with strong interpersonal and communication skills

TECHNICAL SKILLS & KNOWLEDGE

- General Ledger Accounts
- Financial Reporting & Analysis
- Accounts Receivable/Accounts Payable
- Internal & External Audit Reviews
- Bank Reconciliation
- Sage 50cloud
- AccountEdge Pro
- QuickBooks
- Payroll
- Advanced Excel

EDUCATION

Hon. Bachelor of Business Administration, Specialization in Accounting **2018 - Present**
Trent University | Peterborough, ON

- Relevant courses: Financial Accounting, Human Resource Management, Auditing
- Dean's Honour Roll (2018 - Present)

Bachelor of Arts, English **2012**
Universidad Andina Bolivar | Ecuador

- Equivalent to Canadian Bachelor of Arts, as recognized by World Education Services (2015)

RELEVANT EXPERIENCE

Accounting Placement Student **Jun. - Aug. 2019**
Blackburn Bookkeeping Inc. | Scarborough, ON

- Prepared monthly bank reconciliations and monthly expense statements for seven departments
- Assisted with auditing and expense report processing for 100+ employees with accuracy and efficiency
- Audited accounts payable to ensure accuracy in billing to general ledger accounts
- Assisted with the coordination and compilation of monthly and annual budgets
- Implemented a method for organizing data resulting in the improvement of information sharing between departments

Administrative Assistant **Sept. 2013 - Jul. 2016**
ABC Company | Markham, ON

- Scheduled 30-50 weekly appointments and meetings for Account Managers and their clients
- Maintained a high level of organization; implemented a new filing system and digitized where possible
- Tracked office expenses and inventory for three branches, ensuring that supplies were well-stocked
- Responded to customer inquiries, and redirected to appropriate departments with a high level of courtesy and professionalism

VOLUNTEER EXPERIENCE

The Seasoned Spoon | Trent University | Peterborough, ON **Oct. 2018 - Present**



Articulating Your Accomplishments & Skills

- Be specific! Include relevant details, context, action verbs, and technical skills
 - Quantify where possible, and include results
 - Don't forget that you can include statements to reflect coursework in a *Skills* section
- Maintained a response time of under 24 hours for student inquiries, enhancing customer satisfaction and streamlining communication channels
 - Implemented organizational strategies in a fast-paced office environment, optimizing task management and multitasking abilities to meet stringent deadlines effectively.
 - Collaborated effectively team through challenges, facilitating brainstorming sessions that led to innovative solutions and earning commendation for exceptional teamwork and project delivery.



Turning Job Duties into Accomplishment Statements

How can this statement be improved?

- Responsible for running a support group



- Facilitated a weekly support group for 8 youth experiencing houselessness, offering mental health support and community-building activities, resulting in a heightened sense of wellbeing for participants



Other Sections

- Volunteer Experience
- Awards & Achievements
- Certifications & Training
- Professional Affiliations
- Languages
- Projects

Don't include:

- Personal information, such as your religion, immigration status, date of birth, ID numbers, or photos



AI



- View AI tools as assistants, not replacements. They can help you draft content, but the final version should be **personalized** and **reflective** of your unique qualities.
- Use AI-generated content as a starting point, then tailor it to match your individual experiences and aspirations.
- Rephrase writing it in your own words!
- Conduct your own research. Cross-check facts, company details, and job requirements independently from other sources.
- Continuously learn and adapt. Understand the limitations of AI tools and actively work on enhancing your skills.

Cover Letters

Why write a cover letter?

- This is a requirement for the application!
- Show the match between your abilities and the job requirement
- Show that you did your research
Demonstrate your writing skills
- Give the employer a sense of your personality
- Demonstrate why you'd be a good fit and why you are excited about working in the role/for the organization

JONA DOE

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jonadoe@trentu.ca | linkedin.com/in/Jona-Doe-05/

March 10, 2022

Matthew Ployer
Principal, Otonabee College
Trent University
1600 West Bank Drive
Peterborough, ON K9L 0G2

RE: Otonabee College Office Assistant

Dear Matthew Ployer,

As a detail-oriented, courteous and hardworking individual with over a year of experience in administrative and customer service roles, I am confident that I would make a positive addition to the Otonabee College team as an Office Assistant. In addition, my involvement in extracurriculars at Trent, and connection to the OC community, have prepared me to encourage students' involvement in campus events and activities.

As an international student who has found a strong sense of community through college events, I will be able to effectively make all feel welcomed. My volunteer experience working in an office support role with OPIRG Peterborough has prepared me to schedule appointments and meetings, book rooms, and respond to inquiries. In this role, I have developed the ability to effectively communicate with others in a professional and friendly manner, maintain an organized workstation, and meet deadlines.

Further, I am confident that my experience using social media to promote the activities of the Trent International Student Association would be an asset in this role. This position would be an excellent opportunity to highlight my marketing and advertising abilities, and engage with students to promote the various college activities and events.

As a member of Otonabee College who has participated in many college events, I feel passionately about ensuring interesting social and learning opportunities for students and have a breadth of knowledge regarding the important services that Otonabee College offers. I would use this knowledge to engage with students and ensure they are making the most of what is available to them.

Thank you for taking the time to review my application. I would appreciate the chance to discuss my application with you in further detail in an interview. I look forward to hearing from you.

Sincerely,

Jona Doe

Cover Letters

Format

- Use the same contact info heading for cover letter & resume
- 1-page document



First Paragraph

- Use a powerful first sentence that summarizes the top skills and experience you can bring to the job
 - E.g., “Three years of part-time customer service experience in call centre and retail environments have equipped me with skills to excel in the Service Centre Assistant role with Trent Housing Services.”
- Note the position and department
- If you are applying to more than one position, submit one application and reference the positions you are applying in your cover letter.
- If you heard about the position through a connection at Trent and they have given you permission, you could mention it here.
- Show your excitement

Middle Paragraph(s)

Specifically Address:

- Why have you chosen to apply to this role(s)?
- Highlight your experiences that would make you a great candidate to work as a member of the Student Housing Team.
- What does the Student Housing values statement, “provide a safe, caring, and welcoming living experience,” mean to you?
- Show the employer that you have the experience, skills, and knowledge to do the job
- Give examples from experiences that show your knowledge and skills
- Include a short paragraph or a couple sentences about why you want to work for housing – what draws you to them? Focus on how you align with their aspiration and values.

Last Paragraph

- Emphasize your interest in the job again
- A call to action -- an interview
- Let them know how they can contact you

“I believe that my skills and experiences have prepared me to effectively guide and support students living in residence at Trent. I look forward to hearing back from you to discuss this opportunity in further detail. Thank you for your consideration.”

References

- Provide at least two references that can speak to your past experiences and relevance to the role you have applied for. Ideally, one of your references is from the Trent University community (e.g. staff, faculty, student mentor).
- Ensure your references are aware and let them know the role(s) you are applying to
- Thank them for being your reference

Application

- Follow instructions!
- Have your name saved in the title of the document (example: Joe Smith > Resume)
- PDF copy of your resume and cover letter
- Review! Check for spelling and grammar

Interview Skills



Interview Preparation Checklist

- Take steps to prepare for your interview format
- Research the department, Trent & interviewers
- Study the job description, your resume and cover letter, and reflect on them
- Prepare for common interview questions
- Prepare for competency-based interview questions
- Think about questions to ask the interviewer
- Plan logistics for the interview day (your appearance, technology, route to the location, etc.)
- Practice!



Prepare for Common Interview Questions

- Anticipate questions by referring to the job posting
 - Make notes, identifying examples to support your skills and potential challenges
- Start a document that contains practice questions and your own answers
- Use Careerspace tip sheets, AI and google to find example questions





Tell Me About Yourself

- Start off with an interesting & relevant opener
- Try the *Present, Past, Future* format to structure your answer
- Don't reiterate your entire resume, but highlight experiences, skills and accomplishments
- Describe your goals, and why this position would be the next logical step in your career path for achieving them
- Aim to speak for 1-2 minutes

SAMPLE ANSWER

TELL ME ABOUT YOURSELF



“What are your strengths?”

- Mention **two or three** skills, and perhaps a personal quality – make sure they are relevant to the position
- Back it up with brief examples

“What would you require support with/what is your weakness?”

- Choose an example not critical to the job you are applying for, but still relevant
- Show that you have been working on improving

“Why are you interested in this position?”

- Show how your education and experience are a fit
- Show interest in and enthusiasm for the employer
- Mention something that you found out about the organization through your pre-interview research

Competency-based Questions

- Can be *behavioural* (asks for an example) or *situational* (gives a scenario and asks for how you would respond)
- Use the STARR method for formulating your answer
Situation, Task, Action, Result, Reflection

"Tell me about a time when you had to deal with a conflict. What did you do?"

"Give an example of a time you demonstrated leadership skills"

"Tell me about a time when you had to resolve a complex problem. What steps did you take and how did it turn out?"

STAR Method



Situation: briefly describe the specific situation you were in (What was the context? Who was involved? What problem needed to be solved? etc.).

Task/Tactics: what was your responsibility in the situation? Explain your thought process and the options considered.

Action: describe the course of action you took, step by step. Explain your rationale for taking the action you did.

Result: what was the positive outcome generated by your action? (E.g., What was accomplished, improved, or learned?)

Questions for the Interviewer

- What skills are considered most useful for success in this job?
- How does the team communicate? What tools do they use?
- What would a typical day in this position look like?
- Is there anything about my background or qualifications that you'd like me to elaborate on?
- What are the next steps in the selection process?

Wherever possible, relate your questions to your research!

- My friend who works with Gzowski mentioned that you have been working on developing updated mental health support resources. Could you tell me more about that project?



Logistics

- What will you wear?
- What do you need to bring?
- How will you get there?
- Will you need to find parking?
- Do you need to make changes to your schedule?
- What time will you leave so you can arrive early?





During the Interview

- It's okay to be nervous – be prepared to deal with it, e.g. put a note by your screen reminding you to slow down, take a deep breath, and try to have confidence in yourself (they did select you for an interview, after all!)
- Let your personality shine through, and be authentic
- Arrive or connect virtually a few minutes early
- Answer interview questions honestly, directly and fully, and remember to use a variety of examples.
- You can ask for the question to be repeated or rephrased if needed
- Use positive body language

After the Interview

Reflect on the interview

- What went well? What could be improved?
- Which questions did you have difficulty answering? Make time to work on those for next time
- Remember, you will get better and more comfortable with each interview you do!
- Are you still interested in this opportunity?

Send a thank you email:

- Send within 24 hours to all interviewers
- Be genuine, and mention anything specific from the interview that got you even more interested in the job
- Be concise






Additional Resources to Help Prepare You

- Big Interview is an online resource that will allow you to practice various interview questions and provides you with information on how to answer certain questions. This can be accessed through MyTrent> Supports> Careerspace>Big Interview
- InStage is an interview simulation tool which allows you to enter a job description and curates specific questions for you to answer. It simulates a virtual interview. To access reach out to us at Careers@trentu.ca

Find Career Resources, Tip Sheets & Resume Examples on the Student Experience Portal - trentu.ca/SEP

You are currently logged in as
Education Test Student

- Dashboard
- Student and Alumni Job Board
- CAREER RESOURCES**
- Co-Curricular Record
- Opportunity Directory
- Events - Peterborough Campus
- Events - Durham GTA Campus
- Peterborough Campus Appointment Bookings
- Durham GTA Campus Appointment Bookings
- Experiential Education
- Contact Us
- Logout




What Can I Do with My Degree?

Have you ever wondered what you'll do with your degree after graduation? Use this resource to explore potential career avenues. This degree-specific resource will help you:

- Identify and articulate the skills you have developed throughout your studies
- Learn about different career options
- Find online job boards and job search resources
- Learn about professional associations and societies
- Find out about opportunities for getting experience in your field

Access the resource [here](#).




Quick Tip YouTube Videos

In 5 minutes or less, learn top tips to help you with your job search, career readiness, and graduate school applications. Featuring:

- Job Search Strategies
- Resume Writing
- Networking
- Getting Experience
- Job Interview Preparation
- LinkedIn
- Applying to Graduate Studies
- Preparing for a Career Fair

Access Careerspace's YouTube videos [here](#).



Tip Sheets & Resume Examples

Tip Sheets are quick informative guides to help you in your career development and job search. Here, you'll find:

- Resume and cover letter examples
- Guides to job searching
- Information about further education
- Guides to professional careers

Tip Sheets

Your Career Guide	Job Search Strategies	The Résumé
Exploring Your Career Options	Summer Work Search	CV or Résumé?
How to Get Experience	Work Search for International Students	Action Verbs
Further Education	On-Campus Job Searching	Effective Cover Letters
Applying to Graduate Studies	Networking	Interviews
Your Graduate Degree and Beyond	LinkedIn	Professional References
Employment Scams		

Résumé and Cover Letter Samples

Simple Experience-based Résumés (only volunteer experience)	Hybrid-Combination Résumé Example
Experience-based Résumé	Skills-based Résumé
Scientific Experience-based Résumé	Scientific Skills-based Résumé
Nursing Résumé	Pre-Medical Résumé
Simple Cover Letter	Examples of Cover Letters

CONNECT WITH US!

Student Experience Portal - trentu.ca/SEP

- Student & Alumni Job Board
- 1:1 Appointments
- Event & Workshop Calendar
- Co-curricular Record and more!

Resources & Tip Sheets:
trentu.ca/careerspace

Contact:

careers@trentu.ca

705-748-1011 ext. 6012

Student Centre, 3rd Floor Room - 3.10



@trentucareerspace



Careerspace



trentucareerspace



@tucareerspace