

# HOW TO LAND THE JOB YOU WANT



## CREATE A RESUMÉ THAT STANDS OUT

- Tailor it to the position by focusing on related skills and experience.
- Highlight achievements and abilities rather than previous job responsibilities.
- Make sure your doc is error-free and easy to read. Have someone proof it!
- Use a clean layout with consistent formatting, spacing, tense and font.
- Display information in a chronological or functional format. Be strategic about which one you use.

**10 to 15 seconds**

the average time employers spend looking at a resumé

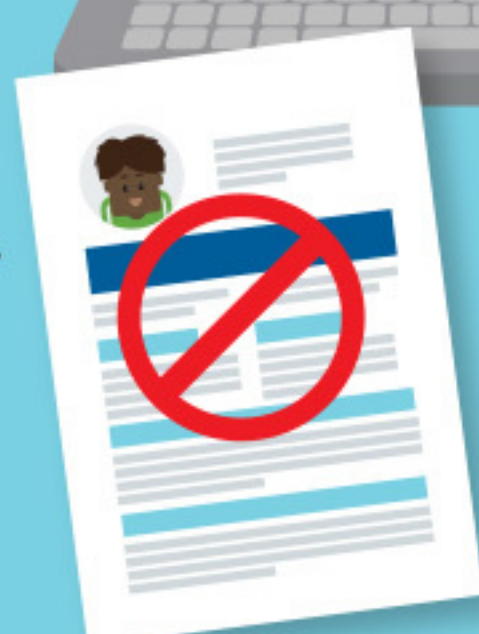
Use free online editing tools like Grammarly

1

2 Keep to a max of 2 pages

## MAKE A GOOD FIRST IMPRESSION WITH YOUR COVER LETTER

- Use a formal business letter layout.
- Show off your personality.
- Connect your skills to the job so the employer can see why they should interview you.
- Focus more on soft skills not included in your resumé.
- Keep it to one page.



**55%**

reconsidered a candidate based on what they saw

Money Magazine, 2014

Ask insightful questions



Body language says as much as answers do



## NAIL THE INTERVIEW

- Be confident. Be you. Believe you can do the job.
- Research the company and position beforehand.
- Prepare examples to demonstrate you have the skills outlined in the posting.
- Arrive 10 to 15 minutes early dressed for success.
- Breathe. Think. Then answer questions using the **STAR** method

★ – describe a specific **SITUATION**,  
★ the **TASK** you were responsible for,  
★ the **ACTION** you took (this should be the bulk of your answer) and the **RESULT**.  
★

Practise with a friend

Send a thank you note

Want more helpful tips? Our Co-operative Education and Career Success team is here to help!