MyBlueprint.ca <http://www.myblueprint.ca/> has excellent tools for creating personalized resumes and cover letters. This is a great program to start with. You can create a resume and cover letter in MyBlueprint and save them to your portfolio. As an extending option, you can use this step-by-step resume and cover letter template as a baseline of information to create a new, compelling and professional resume and cover letter using another program.

**RESUME:**

Appearance is important for the resume. It should be typed on a computer. The print should be clear and dark. Make certain that there are no spelling errors or “typos”. Line up the margins. Use good paper and dark print when you print your resume for your employer. Try not to go over 1 page, unless you have a lot of work experience.

**Your resume should be up-to-date and correct.** Your resume must show your name, address and the phone number where you can be reached. It should state your education and any special training you have received. You should show a job objective, either a short-term one or a long-term one. There should be a section for work experience. If you have not had formal work experience as yet, you should list babysitting, casual work like mowing lawns or shoveling snow, volunteer work, etc. All these have provided you with learning experiences and have given you basic employability skills.

**List your interests and hobbies.** These, too, have taught you skills and have given you knowledge which may be useful on the job site. Sometimes an employer will use these as a starting point for conversation in an interview to help you relax.

**Give three references.** There is some disagreement about whether you should give complete information on the references or if you should say: “References available on request”. One argument says that employers are very busy; if you don’t provide complete information, you are wasting their time. They would prefer to have the information and the phone numbers of the references without having to call you first. The other argument says that saying “references available on request” give you another contact with the employer and another chance to sell yourself.

**However, when you are starting out, we strongly recommend that you give your three references on your resume.**

**COVER LETTER/LETTER OF INTRODUCTION:**

It is a good idea to give the employer a brief covering letter with your resume. **The purpose of this letter is to introduce yourself and highlight how you would be a best fit for the job.**

**Write a targeted cover letter for a job that you would like to have or for your current job.** Specify the position you are interested in/or were applying for and give your reasons why you believe you would be the right person to fill that position. In your final paragraph, re-iterate that you are looking forward to hearing from the employer for an interview.

* **Updated resume and cover letter printed and handed in to CLC teacher**

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